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**FACULTY OF LAW
UNIVERSITY OF TORONTO**



REVISED REGULATIONS OF ONTARIO, 1990

RÈGLEMENTS REFONDUS DE L'ONTARIO DE 1990

VOLUME 8

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TORONTO

1992



The Revised Regulations of Ontario, 1990 were prepared by the Commissioners appointed under the *Regulations Revision Act, 1989*.

Les Règlements refondus de l'Ontario de 1990 ont été préparés par les commissaires nommés en vertu de la *Loi de 1989 sur la refonte des règlements*.



USER'S GUIDE TO THE REVISED REGULATIONS OF ONTARIO, 1990

Contents of the Revised Regulations of Ontario, 1990

The Revised Regulations of Ontario, 1990 contain the Regulations of Ontario filed before January 1, 1991, as arranged, consolidated and revised in accordance with the *Regulations Revision Act, 1989*. Regulations that are not of general application but that are still in force are listed in the Schedule contained in the final volume of these Revised Regulations. Obsolete regulations have been omitted from both the Revision and the Schedule. They have no further effect.

Regulations which have been amended or remade

Amendments made to the Regulations of Ontario on or after January 1, 1991, are not contained in the Revised Regulations of Ontario, 1990. Regulations which were in force on December 31, 1990 but which were revoked or remade between that date and September 1, 1991 are not contained in the Revised Regulations of Ontario, 1990. Amendments and remade regulations will be published as a supplementary revision in *The Ontario Gazette*.

To determine if a regulation contained in the Revised Regulations of Ontario, 1990 has been amended, refer to the Table of Regulations published in the most recent annual statute volume and in *The Ontario Gazette*. The table lists all of the regulations contained in the Revised Regulations of Ontario, 1990, and all regulations filed on or after January 1, 1991, and shows whether or not a regulation has been amended, remade or revoked.

To determine if a regulation has been amended, remade, or revoked since the publication of the latest Table of Regulations, reference should be made to the weekly publications of *The Ontario Gazette*.

Arrangement of the Revised Regulations of Ontario, 1990

The Table of Regulations in each volume lists the statutes alphabetically in English and shows for each statute the regulations made under it.

A reader who knows the English title of an Act may find the regulations made under that Act by consulting the Table of Regulations. A reader who knows the French language subject-matter of an Act under which

GUIDE D'UTILISATION DES RÈGLEMENTS REFONDUS DE L'ONTARIO DE 1990

Contenu des Règlements refondus de l'Ontario de 1990

Les Règlements refondus de l'Ontario de 1990 rassemblent les règlements de l'Ontario déposés avant le 1^{er} janvier 1991, tels qu'ils ont été arrangés, codifiés et refondus conformément à la *Loi de 1989 sur la refonte des règlements*. Les règlements qui ne sont pas de portée générale, mais qui demeurent en vigueur, sont énumérés dans l'annexe qui se trouve dans le dernier volume du présent recueil. Les règlements caducs ont été omis du recueil et de l'annexe; ils n'ont plus d'effet juridique.

Règlements modifiés ou pris de nouveau

Les modifications apportées aux règlements de l'Ontario depuis le 1^{er} janvier 1991 ne figurent pas dans les Règlements refondus de l'Ontario de 1990. Les règlements qui étaient en vigueur le 31 décembre 1990 mais qui ont été abrogés ou pris de nouveau entre cette date et le 1^{er} septembre 1991 ne figurent pas non plus dans le recueil. Les modifications et les règlements pris de nouveau seront publiés à part à titre de refonte supplémentaire dans la *Gazette de l'Ontario*.

Pour déterminer si un règlement figurant dans les Règlements refondus de l'Ontario de 1990 a été modifié, il suffit de se reporter à la Table des règlements contenue dans le plus récent volume annuel des lois ainsi que dans la *Gazette de l'Ontario*. Cette table énumère tous les règlements contenus dans les Règlements refondus de l'Ontario de 1990 ainsi que tous les règlements déposés depuis le 1^{er} janvier 1991; elle indique également si un règlement a été modifié, pris de nouveau ou abrogé.

Pour déterminer si un règlement a été modifié, pris de nouveau ou abrogé depuis la publication de la plus récente Table des règlements, il faut se reporter aux publications hebdomadaires dans la *Gazette de l'Ontario*.

Agencement des Règlements refondus de l'Ontario de 1990

La *Table of Regulations* qui se trouve dans chaque volume énumère les Lois refondues de l'Ontario de 1990 par ordre alphabétique anglais et indique, à la suite de chaque loi, les règlements pris en application de celle-ci.

L'utilisateur qui connaît le titre anglais d'une loi peut trouver les règlements pris en application de celle-ci en consultant cette table. L'utilisateur qui connaît le titre français d'une loi en application de laquelle un règlement peut

a regulation may have been made may find the English title of the Act by consulting the *Table alphabétique des matières* in volume 9 and then cross-referencing to the Table of Statutes of the Revised Statutes of Ontario, 1990 which is also set out in volume 9.

Title Changes

The Revised Statutes of Ontario, 1990 changed the titles of several statutes. These include the *Agricultural Development Finance Act* (now *Province of Ontario Savings Office Act*), the *Apprenticeship and Tradesmen's Qualification Act* (now *Trades Qualification Act*) and the *Dog Licensing and Live Stock and Poultry Protection Act* (now *Livestock, Poultry and Honey Bee Protection Act*).

Minor changes have been made to the titles of other Acts. Regulations made under the former Act appear under the new title where the Commissioners are of the opinion the regulations still have effect.

Rules of Civil Procedure

The Rules of Civil Procedure made under the *Courts of Justice Act* are published in Volume 9.

Volume 9 of the Revised Regulations of Ontario, 1990

In addition to the Rules of Civil Procedure, Volume 9 of the Revised Regulations of Ontario, 1990 contains the following items that may be of interest:

1. A copy of the report of the Regulation Revision Commissioners on the Revised Regulations of Ontario, 1990.
2. The *Regulations Revision Act, 1989*, S.O. 1989, c. 82 under which the Revised Regulations of Ontario, 1990 were prepared is included for purposes of convenient reference.
3. A Schedule to the Revised Regulations of Ontario, 1990, which shows those regulations which remain in force until revocation or expiry but which are not set forth in full because they are not of general application.
4. A copy of the Table of Statutes from the Revised Statutes of Ontario, 1990 and a copy of the *Table alphabétique des matières*.

English and French Versions of Regulations

Regulations that were made in English and French appear in bilingual form in the Revised Regulations of Ontario, 1990. Regulations which were made in English only and

avoir été pris, peut trouver le titre anglais de la loi en consultant la Table alphabétique des matières qui se trouve dans le volume 9, puis en se reportant à la *Table of Statutes* contenue dans les Lois refondues de l'Ontario de 1990 qui est également reproduite dans le volume 9.

Changement de titres

Les Lois refondues de l'Ontario de 1990 ont modifié le titre anglais de plusieurs lois; par exemple : la loi intitulée *Agricultural Development Finance Act* (maintenant intitulée *Province of Ontario Savings Office Act*), *Apprenticeship and Tradesmen's Qualification Act* (maintenant *Trades Qualification Act*) et *Dog Licensing and Live Stock and Poultry Protection Act* (maintenant *Livestock, Poultry and Honey Bee Protection Act*).

Des modifications mineures ont aussi été apportées au titre d'autres lois. Les règlements pris en application des anciennes lois figurent sous le nouveau titre lorsque les commissaires sont d'avis que les règlements ont encore un effet juridique.

Règles de procédure civile

Les Règles de procédure civile prises en application de la *Loi sur les tribunaux judiciaires* sont publiées dans le volume 9.

Le volume 9 des Règlements refondus de l'Ontario de 1990

Outre les Règles de procédure civile, le volume 9 des Règlements refondus de l'Ontario de 1990 présente certains documents d'intérêt connexe :

1. Le rapport des commissaires chargés de préparer les Règlements refondus de l'Ontario de 1990.
2. Le texte de la *Loi de 1989 sur la refonte des règlements*, L.O. 1989, chap. 82, en vertu de laquelle les Règlements refondus de l'Ontario de 1990 ont été préparés, qui est reproduit à titre indicatif.
3. Une annexe aux Règlements refondus de l'Ontario de 1990 indiquant les règlements qui demeurent en vigueur jusqu'à leur abrogation ou leur expiration et qui ne sont pas reproduits en entier parce qu'ils ne sont pas de portée générale.
4. Le texte de la *Table of Statutes* figurant dans les Lois refondues de l'Ontario de 1990 ainsi que le texte de la *Table alphabétique des matières*.

Versions anglaise et française des règlements

Les règlements qui ont été pris en français et en anglais paraissent sous forme bilingue dans les Règlements refondus de l'Ontario de 1990. Les règlements qui n'ont été pris qu'en

for which there was no official French version on December 31, 1990, appear in English only. French versions of regulations are being prepared on a regular basis. To see if a French version has been made, the reader should follow the procedures described above under the heading "Regulations which have been amended or remade".

Citation of Regulations

A regulation in the Revised Regulations of Ontario, 1990, may be cited as "Revised Regulations of Ontario, 1990, Regulation (number)", as "Règlements refondus de l'Ontario de 1990, Règlement (number)", as "R.R.O. 1990, Reg. (number)" or as "R.R.O. 1990, Règl. (number)".

Organization of a Regulation

Every regulation is composed of numbered sections, cited as section 1, 2, 3, etc. Many sections are further divided into two or more subsections, cited as subsection (1), (2), (3), etc. Some sections and subsections also contain clauses (cited as clause (a), (b), (c), etc.), subclauses (cited as subclause (i), (ii), (iii), etc.), paragraphs (cited as paragraph 1, 2, 3, etc.) and subparagraphs (cited as subparagraph i, ii, iii, etc.). Further levels of division are possible, although they are rare.

Some regulations are divided into numbered Parts, cited as Part I, II, III, etc.

Some regulations contain a definition section that lists, in alphabetical order, definitions of terms used in the regulation. The definition section is usually at the beginning of the regulation, although definitions sometimes appear elsewhere. In a regulation that is divided into Parts, the first section of a Part often contains definitions of terms used in that Part.

Forms and Schedules to regulations usually appear at the end unless they are quite short.

Some regulations may contain a Table of Contents at the beginning of the regulation and in addition may have an index to Forms or Schedules if there are a large number of these items.

Headings

Headings in the body of a regulation do not form part of the regulation and should not be relied on as a means of interpreting the regu-

anglais et pour lesquels il n'existait aucune version française officielle le 31 décembre 1990, ne paraissent qu'en anglais. Une version française des règlements est en voie de préparation. Pour déterminer si une version française a été prise, l'utilisateur peut se reporter à la marche à suivre décrite ci-dessus sous la rubrique «Règlements modifiés ou pris de nouveau».

Citation des règlements

La citation d'un règlement des Règlements refondus de l'Ontario de 1990 peut se faire selon l'une des formules suivantes : «Règlements refondus de l'Ontario de 1990, Règlement (numéro)», «Revised Regulations of Ontario, 1990, Regulation (numéro)», «R.R.O. 1990, Règl. (numéro)», «R.R.O. 1990, Reg. (numéro)».

Division d'un règlement

Chaque règlement se compose d'articles numérotés que l'on cite ainsi : article 1, 2, 3, etc. Ces articles se divisent souvent en paragraphes cités ainsi : paragraphe (1), (2), (3), etc. Certains articles et certains paragraphes contiennent également des alinéas (cités ainsi : alinéa a), b), c), etc.), des sous-alinéas (cités ainsi : sous-alinéa (i), (ii), (iii), etc.), des dispositions (citées ainsi : disposition 1, 2, 3, etc.) et des sous-dispositions (citées ainsi : sous-disposition i, ii, iii, etc.). Des divisions plus poussées sont rares dans les textes législatifs.

Certains règlements sont également divisés en parties numérotées, citées ainsi : partie I, II, III, etc.

Certains règlements comportent une disposition qui énonce, par ordre alphabétique, la définition de certains termes utilisés dans les textes. Cette disposition se présente habituellement sous la forme d'un article placé au début du règlement, bien que certaines définitions puissent être placées ailleurs dans le texte. Dans un règlement qui est divisé en parties, le premier article d'une partie contient souvent la définition de termes utilisés dans celle-ci.

Les formules et les annexes qui font partie d'un règlement se trouvent généralement à la fin de celui-ci, à moins qu'elles ne soient très courtes.

Un sommaire figure parfois au début du règlement, ainsi qu'un index des formules ou des annexes s'il y en a un grand nombre.

Intertitres

Les intertitres d'un règlement ne font pas partie de celui-ci et ne doivent pas servir à l'interpréter. Ils ne servent qu'à faciliter l'utilisation du texte.

lation. They are included only for convenience of reference.

Historical references

Every section of every regulation in the Revised Regulations of Ontario, 1990, contains information to assist in tracing the history of the section. This historical information appears in the form of a citation, found at the end of every section and at the end of some subsections. A citation indicates the origin of the provisions between that citation and the previous citation.

For example, the historical reference "R.R.O. 1980, Reg. 1, s. 1" appears at the end of section 1 of Regulation 1, General, made under the *Abandoned Orchards Act*. This means that the provision has been carried forward without amendment from section 1 of Regulation 1 of the Revised Regulations of Ontario, 1980.

The historical reference "R.R.O. 1980, Reg. 1, s. 2, Sched. 1" appears at the end of section 2 of Regulation 1. This means that section 1 and Schedule 1 of Regulation 1 of the Revised Regulations of Ontario, 1980 have been combined.

The historical reference "O. Reg. 172/90, s. 1(1); O. Reg. 294/90, s. 1" appears at the end of subsection 1(1) of Regulation 5, Fees and Expenses — Justices of the Peace, made under the *Administration of Justice Act*. This means that subsection 1(1) of Regulation 5 as it was made by subsection 1(1) of Ontario Regulation 172/90 appears as it was amended by subsection 1(1) of Ontario Regulation 294/90.

Some historical references contain the word "revised". This means that the language of the former provision was significantly changed by the Commissioners who prepared the Revised Regulations of Ontario, 1990.

The historical references do not form part of the regulation and are included only for convenience of reference.

Interpretation Act

Readers of the Revised Regulations of Ontario, 1990, should be aware of the *Interpretation Act*, R.S.O. 1990, c. I.11. The Act contains a number of provisions that apply to the interpretation of regulations. For example, the Act contains definitions that apply to particular words and phrases used in all regulations, unless the context otherwise requires. It also contains provisions that may apply when a regulation is revoked and replaced by another regulation.

Notes historiques

Les articles de chaque règlement des Règlements refondus de l'Ontario de 1990 contiennent des renseignements qui permettent d'en retracer l'historique. Ces renseignements se trouvent, sous forme de citation, à la fin de chaque article et à la fin de certains paragraphes. La note historique indique l'origine des dispositions placées entre elle et la note précédente.

Par exemple, la note historique «R.R.O. 1980, Reg. 1, s. 1» paraît à la fin de l'article 1 du Règlement 1, «General», pris en application de la *Loi sur les vergers abandonnés*. Ceci signifie que cette disposition a été tirée sans modification de l'article 1 du Règlement 1 des Règlements refondus de l'Ontario de 1980.

La note historique «R.R.O. 1980, Reg. 1, s. 2, Sched. 1» paraît à la fin de l'article 2 du Règlement 1. Ceci signifie que l'article 1 et l'annexe 1 du Règlement 1 des Règlements refondus de l'Ontario de 1980 ont été combinés.

La note historique «Règl. de l'Ont. 172/90, par. 1 (1); Règl. de l'Ont. 294/90, art. 1» paraît à la fin du paragraphe 1 (1) du Règlement 5, «Fees and Expenses — Justices of the Peace», pris en application de la *Loi sur l'administration de la justice*. Ceci signifie que le paragraphe 1 (1) du Règlement 5 tel qu'il a été pris par le paragraphe 1 (1) du Règlement de l'Ontario 172/90 paraît tel qu'il a été modifié par le paragraphe 1 (1) du Règlement de l'Ontario 294/90.

Certaines notes historiques comportent le mot «révisé». Ceci signifie que la formulation de l'ancienne disposition a été remaniée sensiblement par les commissaires qui ont préparé les Règlements refondus de l'Ontario de 1990.

Les notes historiques ne font pas partie du texte des règlements et ne sont incluses que pour faciliter la consultation de ceux-ci.

Loi d'interprétation

Les usagers des Règlements refondus de l'Ontario de 1990 sont priés de tenir compte de la *Loi d'interprétation*, L.R.O. 1990, chap. I.11. Cette loi contient certaines dispositions qui s'appliquent à l'interprétation des règlements. Elle comporte, par exemple, des définitions qui s'appliquent aux termes et expressions utilisés dans tous les règlements, sauf lorsque le contexte exige un sens différent. Elle contient également des dispositions qui peuvent s'appliquer lorsqu'un règlement est abrogé et remplacé par un autre.

Other Laws

Readers are reminded that, in addition to Ontario regulations, particular legal issues may be affected by other kinds of laws, including the Constitution of Canada, statutes of the Parliament of Canada and the Legislature of Ontario, municipal by-laws and the common law.

Ministerial Responsibility for Regulations

Regulations are laws of Ontario. A validly made regulation has as much force in law as a statute. Regulations are all made under statutes that authorize their making. With the exception of a few statutes that are administered directly by the Legislative Assembly, every Act of the Legislature is administered through a ministry of the Ontario Government. The Ministry of Government Services publishes a brochure detailing which statutes are administered by each ministry. The brochure is entitled "Ministerial Responsibility for Acts".

Publications Ontario

Copies of the Revised Regulations of Ontario, 1990, individual regulations and other Government of Ontario publications may be obtained from Publications Ontario. Personal shopping is available at 880 Bay Street, Toronto. Customers may write to Publications Ontario, 5th Floor, 880 Bay Street, Toronto M7A 1N8. Orders may be placed by telephone at (416) 326-5300 or, toll-free in Ontario, 1-800-668-9938. Telephone Service for the hearing impaired is available at (416) 325-3408 or, toll-free in Ontario, 1-800-268-7095. Mastercard and Visa are accepted. Cheques and money orders should be made payable to the Treasurer of Ontario. Prepayment is required.

Autres lois

Certaines questions d'ordre juridique peuvent nécessiter, outre la consultation des Règlements de l'Ontario, celle d'autres textes, y compris la Constitution du Canada, les lois du Parlement du Canada et de la Législature de l'Ontario, les règlements municipaux, ainsi que le recours à la common law.

Responsabilité ministérielle pour les règlements

Les règlements sont des textes législatifs de l'Ontario. Un règlement valide a tout autant d'effet juridique qu'un texte de loi. Les règlements sont tous pris en application d'une loi qui autorise leur prise. À l'exception de quelques lois dont l'application relève directement de l'Assemblée législative, l'application des lois de la Législature se fait par l'entremise d'un ministère du gouvernement de l'Ontario. Le ministère des Services gouvernementaux publie une brochure intitulée «La responsabilité ministérielle pour les lois», qui fournit tous les renseignements utiles à cet égard.

Publications Ontario

On peut se procurer des exemplaires des Règlements refondus de l'Ontario de 1990, de règlements particuliers ainsi que d'autres publications du gouvernement de l'Ontario à Publications Ontario, 880, rue Bay, Toronto. On peut également écrire à Publications Ontario, 880, rue Bay, 5^e étage, Toronto (Ontario) M7A 1N8. Pour les commandes téléphoniques, composer le (416) 326-5300 ou, sans frais en Ontario, le 1-800-668-9938. Les malentendants peuvent composer le (416) 325-3408 ou, sans frais en Ontario, le 1-800-268-7095. Les cartes de crédit Mastercard et Visa sont acceptées. Faire le chèque ou le mandat à l'ordre du trésorier de l'Ontario. Le paiement est exigé d'avance.

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REGULATION 1015

GENERAL

PART I GENERAL

INTERPRETATION

1.—(1) Every term used in this Regulation that is,

- (a) defined in section 1 of the Act is used in this Regulation as so defined unless it is otherwise defined in this Regulation or the context otherwise requires;
- (b) defined in a Part of the Act for purposes of that Part, is used as so defined in those sections of this Regulation that relate to the subject matter of that Part; and
- (c) defined only for a Part or section of this Regulation is, unless otherwise provided, so defined only for the purposes of such Part or section.

(2) In this Regulation,

“debt security” means any bond, debenture, note or similar instrument representing indebtedness, whether secured or unsecured;

“finance company” means an issuer, its subsidiaries and affiliates that,

- (a) has issued securities on or after the 1st day of May, 1967, in respect of which a prospectus was filed and a receipt therefor obtained under a predecessor of this Act, or
- (b) distributes its securities in Ontario, without filing a prospectus in respect thereof, in reliance on paragraph 4 of subsection 35 (2) of the Act,

and is,

- (c) an issuer, or a subsidiary or affiliate of an issuer, a material business activity of which involves,
 - (i) purchasing, discounting or otherwise acquiring promissory notes, acceptances, accounts receivable, bills of sale, chattel mortgages, conditional sales contracts, drafts and other obligations representing part or all of the sales price of merchandise, or services,
 - (ii) factoring or purchasing and leasing personal property as part of a hire purchase or similar business, or
 - (iii) making secured and unsecured loans,

but does not include,

- (d) a bank listed in Schedule I or II to the *Bank Act* (Canada), the Federal Business Development Bank, a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act* or an insurance company licensed under the *Insurance Act*,
- (e) a credit union or credit union league incorporated under the *Credit Unions and Caisses Populaires Act*,

(f) an underwriter or dealer, or

(g) any issuer that in the opinion of the Director carries on operations making it more appropriate that such issuer be designated as an industrial company or natural resource company;

“industrial company” means an issuer designated by the Director as an industrial company;

“insurance company” means an issuer licensed under the *Insurance Act*;

“natural resource company” means a mining, gas, oil or exploration issuer designated by the Director as a natural resource company;

“variable insurance contract” means a contract of life insurance under which the interest of the purchaser is valued for purposes of conversion or surrender by reference to the value of a proportionate interest in a specified portfolio of assets.

(3) Subject to subsection (4), for the purposes of the Act and this Regulation, where a recommendation has been made in the Handbook of the Canadian Institute of Chartered Accountants which is applicable in the circumstances, the terms “generally accepted accounting principles”, “auditor’s report” and “generally accepted auditing standards” mean the principles, report and standards, respectively, recommended in the Handbook.

(4) Subject to section 58, where an issuer is incorporated or organized in a jurisdiction other than Canada or a province or territory thereof, “generally accepted accounting principles” may, at the option of the issuer, mean such principles as prescribed in the incorporating jurisdiction by or pursuant to applicable legislation or where a recommendation has been made by an association in that jurisdiction equivalent to the Canadian Institute of Chartered Accountants, the principles recommended by that association, but where an option is exercised under this subsection, the notes to the financial statements shall state which option has been applied in the choice of generally accepted accounting principles.

(5) Where the Act or this Regulation requires the disclosure of the number or percentage of securities beneficially owned by a person and, by virtue of subsection 1 (5) of the Act, one or more companies will also have to be shown as beneficially owning the securities, a statement disclosing all the securities beneficially owned by the person or deemed to be beneficially owned, and indicating whether the ownership is direct or indirect and, if indirect, indicating the name of the controlled company or company affiliated with the controlled company through which the securities are indirectly owned and the number or percentage of the securities so owned by the company, shall be deemed sufficient disclosure without disclosing the name of any other company which is deemed to beneficially own the same securities.

(6) Where the Act or this Regulation requires the disclosure of the number or percentage of securities beneficially owned by a company and, by virtue of subsection 1 (6) of the Act, one or more other companies will also have to be shown as beneficially owning the securities, a statement disclosing all securities beneficially owned or deemed to be beneficially owned by the parent company and indicating whether the ownership is direct or indirect and, if indirect, indicating the name of the subsidiary through which the securities are indirectly owned and the number or percentage of the securities so owned, shall be deemed sufficient disclosure without disclosing the

name of any other company which is deemed to beneficially own the same securities.

(7) A company shall be deemed to be another's holding company or parent company if that other is its subsidiary. R.R.O. 1980, Reg. 910, s. 1.

FINANCIAL STATEMENTS

2.—(1) Subject to subsections (3) and (4), the financial statements permitted or required by the Act or this Regulation shall be prepared in accordance with generally accepted accounting principles and with any applicable provision of the Act or this Regulation.

(2) Where an auditor reports on a financial statement required by the Act or this Regulation, the report shall be prepared in accordance with generally accepted auditing standards and with any applicable provision of the Act or this Regulation.

(3) Where the issuer is,

- (a) a bank listed in Schedule I or II to the *Bank Act* (Canada); or
- (b) a company undertaking and transacting life insurance licensed under the *Insurance Act*,

the financial statements of the bank or insurance company are not required to comply with subsection (1) if the financial statements are prepared in accordance with a statute incorporating, continuing or governing the bank or insurance company and any applicable generally accepted accounting principles.

(4) Despite subsection (1), where a financial statement is not prepared in accordance with generally accepted accounting principles,

- (a) the Director may accept the financial statement for the purposes for which it is to be filed,
 - (i) where the Director is satisfied that it is not reasonably practicable for the issuer to revise the presentation in the financial statement to conform to generally accepted accounting principles, or
 - (ii) where the Commission by its order under clause (b) has previously accepted a financial statement of the same issuer with a corresponding variation from generally accepted accounting principles and the Director is satisfied that there has been no material change in the circumstances upon which the decision of the Commission was based; or
- (b) the Commission may, by order, accept the financial statement after giving interested parties an opportunity to be heard if the Commission is satisfied in all the circumstances of the particular case that the variation from generally accepted accounting principles is supported or justified by considerations that outweigh the desirability of uniform adherence to generally accepted accounting principles and the Commission shall publish written reasons for any acceptance of financial statements under this paragraph.

(5) Except where expressly provided otherwise in the Act or in sections 9, 52, 65, 91 and 94, each financial statement prepared under a requirement of the Act or this Regulation shall include an auditor's report on the statement.

(6) It is not necessary to designate the financial statements referred to in the Act or this Regulation as the income statement, statement of surplus, statement of changes in financial position, balance sheet, statement of investment portfolio, statement of portfolio transactions, or statement of changes in net assets.

(7) Despite anything in this Part, it is not necessary to state in a

financial statement any matter that in all the circumstances is of relative insignificance. R.R.O. 1980, Reg. 910, s. 2.

PART II CONTINUOUS DISCLOSURE FOR ISSUERS OTHER THAN MUTUAL FUNDS

NON-FINANCIAL MATTERS

3. Every report required to be filed under subsection 75 (2) of the Act,

- (a) shall be prepared in accordance with Form 27; and
- (b) subject to section 4, shall be delivered to the Commission in an envelope addressed to the Commission and marked "Continuous Disclosure". R.R.O. 1980, Reg. 910, s. 3.

4. Where the reporting issuer files,

- (a) the report required by subsection 75 (2) of the Act in reliance on,
 - (i) subsection 75 (3) of the Act, or
 - (ii) Item 7 of Form 27; or
- (b) the notification required by subsection 75 (4) of the Act,

everything that is required to be filed thereby shall be marked "Confidential" and placed in an envelope addressed to the Secretary marked "Confidential—s. 75". R.R.O. 1980, Reg. 910, s. 4.

OTHER DISCLOSURE

5.—(1) Every report required to be filed under subsection 81 (2) of the Act shall be prepared in accordance with Form 28.

(2) The information contained in a report required to be filed under subsection 81 (2) of the Act shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(3) The order of items set out in Form 28 need not be followed.

(4) Where practicable and appropriate, information required by Form 28 shall be presented in tabular form.

(5) All amounts required by Form 28 shall be stated in figures.

(6) Information required by more than one applicable item in Form 28 need not be repeated.

(7) No statement need be made in response to any item in Form 28 which is inapplicable and negative answers to any item may be omitted. R.R.O. 1980, Reg. 910, s. 5.

6.—(1) Every reporting issuer shall file, in duplicate,

- (a) a copy of all material sent by the reporting issuer to its security holders; and
- (b) subject to subsection (2), all information not already filed with the Commission, whether in the same or a different form, that it files with a government of another jurisdiction, or an agency thereof, or with a stock exchange of another jurisdiction, under the securities or corporation law of that jurisdiction or under the by-laws, rules or regulations of the stock exchange, on the basis that it is material to investors although the information is not specifically required to be filed by the terms of the applicable statute or regulation, or of the applicable by-laws, rules or regulations of the stock exchange.

(2) No information is required to be filed with the Commission under clause (1) (b) where the information filed in the other jurisdiction is information that is specifically required to be filed in the other jurisdiction by the terms of the applicable statute, regulation, or of the by-laws, rules or regulations of the stock exchange.

(3) Information required to be filed with the Commission under subsection (1) shall be sent to the Commission within twenty-four hours after,

- (a) sending the information referred to in clause (1) (a) to its security holders; or
- (b) filing in another jurisdiction the information referred to in clause (1) (b).

(4) Information that is filed with the Commission under clause (1) (b) and that has been filed on a confidential basis in all other jurisdictions in which it is filed shall be kept confidential so long as it remains confidential in all those other jurisdictions. R.R.O. 1980, Reg. 910, s. 6.

FINANCIAL MATTERS—INTERIM FINANCIAL DISCLOSURE

7.—(1) The interim financial statements required to be filed under subsection 77 (1) of the Act shall include,

- (a) subject to subsection (2), a statement of changes in financial position; and
- (b) an income statement.

(2) Every issuer primarily engaged in the business of investing shall file a statement of changes in net assets for each period in lieu of a statement of changes in financial position. R.R.O. 1980, Reg. 910, s. 7.

8. The interim financial statements under subsection 77 (1) of the Act shall present financial information for the current fiscal year to the date to which the financial statements are prepared and may include as additional information, financial information for the most recent three-month period to the date to which the financial statements are prepared, and which may be comparative for the corresponding three-month period in the last financial year. R.R.O. 1980, Reg. 910, s. 8.

9. The interim financial statements under section 77 of the Act need not include an auditor's report. R.R.O. 1980, Reg. 910, s. 9.

ANNUAL FINANCIAL DISCLOSURE

10.—(1) The financial statements required to be filed under section 78 of the Act by an issuer that is not a mutual fund in Ontario shall include,

- (a) an income statement;
- (b) a statement of surplus;
- (c) subject to subsection (2), a statement of changes in financial position; and
- (d) a balance sheet,

prepared for or as at the end of the period as applicable.

(2) Every issuer primarily engaged in the business of investing shall file a statement of changes in net assets for each period in lieu of a statement of changes in financial position. R.R.O. 1980, Reg. 910, s. 10.

11. Every financial statement required to be filed under section 78 of the Act shall be approved by the board of directors of the reporting issuer and the approval shall be evidenced by the manual

or facsimile signatures of two directors duly authorized to signify the approval. R.R.O. 1980, Reg. 910, s. 11.

FINANCE COMPANIES

12.—(1) Each finance company not otherwise required to file financial statements in accordance with sections 77 and 78 of the Act, shall file, in duplicate, the financial statements required under subsection 77 (1) and subsection 78 (1), as appropriate, as though the finance company were subject to the said subsections.

(2) Subject to subsection (3), each finance company, whether or not otherwise required to file financial statements in accordance with sections 77 and 78 of the Act, shall file, annually, within 140 days after the end of its financial year,

- (a) a report prepared in accordance with Form 29; and
- (b) such other forms as are deemed appropriate by the Commission.

(3) A finance company shall not be required to comply with subsection (2) where,

- (a) the Association of Canadian Financial Corporations, after consultation with the Investment Dealers' Association of Canada, has passed a by-law setting a standard of continuous disclosure for its members deemed by the Commission to be an appropriate alternative to the disclosure required by subsection (2);
- (b) the finance company, whether it is a member of the Association of Canadian Financial Corporations or an agreeing non-member,
 - (i) complies with the by-law referred to in clause (a),
 - (ii) files copies of each report required by such by-law with the Association of Canadian Financial Corporations in accordance with the by-law, with the Commission and The Toronto Stock Exchange as required by subsection (8), and
 - (iii) agrees that it will, forthwith upon the request of the Association of Canadian Financial Corporations or of an interested party, add the name of an interested party to its mailing list for distribution of such reports until the interested party requests or agrees to the removal of the interested party's name from the mailing list.

(4) For the purposes of subsection (3), an "agreeing non-member" is a finance company that is not a member of the Association of Canadian Financial Corporations but has filed an undertaking with the Commission that it will comply with the by-law of the Association of Canadian Financial Corporations relating to continuous disclosure.

(5) Where the Commission, upon application by a finance company, is of the opinion that the mode of operation of the applicant is such that some or all of the reporting requirements of subsection (1) or (2) are not appropriate, the Commission may order, on such terms and conditions as it considers necessary, that some or all of the reporting requirements of subsection (1) or (2) do not apply to the finance company.

(6) Every report filed under subsection (2) shall be accompanied by a report of the auditor of the finance company stating that the auditor has read the report and that the auditor has no reason to believe that there are any misrepresentations in the information contained therein that is derived from the financial statements upon which the auditor reported or that is within the auditor's knowledge as a result of the audit of such financial statements.

(7) Copies of the report required by subsection (2) or prepared in

accordance with subsection (3), including exhibits and all papers and documents required in support thereof, shall be filed with the Commission and, where any security of the finance company is listed on The Toronto Stock Exchange, a copy of such report shall be filed with The Toronto Stock Exchange.

(8) The reports filed with the Commission and The Toronto Stock Exchange shall be manually signed by a senior financial officer of the finance company.

(9) Every finance company shall, upon the request of a debt security holder of the finance company, provide the debt security holder with a copy of its financial statements most recently filed under section 77 or section 78 of the Act or under subsection (1) of this section. R.R.O. 1980, Reg. 910, s. 12.

MISCELLANEOUS

13. Where applicable, and where the period or date reported on is a financial year or financial year end, the following additional matters shall be referred to in the financial statements or by way of a note to the financial statements:

1. In the case of a finance company or an issuer engaged primarily in investing, an analysis of shares, bonds, debentures and other investments showing separately,
 - i. the name of each issuer of the securities owned by the company,
 - ii. the class or designation of each security held,
 - iii. the number of each class of shares or aggregate face value of each class of other securities held, and
 - iv. the cost and market value of each class of securities held and if the carrying value is other than average cost, the basis of valuation.
2. In the case of an industrial or natural resource company that is in the promotional, exploratory or developmental stage, an analysis, if material, of shares, bonds, debentures and other investments owned by the company showing separately,
 - i. the name of each issuer of the securities held,
 - ii. the class or designation of each security held,
 - iii. the number of each class of shares or aggregate face value of each class of other securities held, and
 - iv. the cost and market value of each class of securities held and, if the carrying value is other than average cost, the basis of valuation.
3. In the case of an industrial or natural resource company that is in the promotional, exploratory or developmental stage, an analysis of deferred charges, if material, for the period covered by the income statement or statement of changes in financial position, segregating year by year, expenditures for development and exploration from expenditures for administration and showing the total for each. R.R.O. 1980, Reg. 910, s. 13.

PART III PROSPECTUS REQUIREMENTS

FURTHER EXEMPTIONS

14. Section 53 of the Act does not apply to a distribution of securities where,

- (a) the trade is in a variable insurance contract by a company licensed under the *Insurance Act* if the variable insurance contract is,

- (i) a contract of group insurance,
 - (ii) a whole life insurance contract providing for the payment at maturity of an amount not less than three-quarters of the premiums paid up to age 75 for a benefit payable at maturity,
 - (iii) an arrangement for the investment of policy dividends and policy proceeds in a separate and distinct fund to which contributions are made only from policy dividends and policy proceeds, or,
 - (iv) a variable life annuity;
- (b) the trade is made in a security of an issuer, and,
 - (i) each of the parties to the trade is a person or company who is, as regards such issuer, a person or company referred to in clause (c) of the definition of "distribution" in subsection 1 (1) of the Act, or
 - (ii) consists of the purchase, redemption or acquisition by the issuer of a security of the issuer;
 - (c) the trade is made by the issuer in securities of its own issue to a promoter of the issuer or is made by a promoter to another promoter of the issuer in such securities;
 - (d) the securities involved in the trade were previously disposed of by the issuer pursuant to the exemptions in clause 72 (1) (p) of the Act or clause (f) of this section and each of the parties to the trade is one of the not more than twenty-five purchasers referred to in the former clause or each of the parties to the trade is one of the not more than fifty purchasers referred to in the latter clause and a vendor who relies upon this clause is in compliance with subsection 72 (3) of the Act;
 - (e) the trade is made by an issuer of equity securities pursuant to a plan made available by that issuer to holders of a class of publicly traded securities of the issuer, which plan permits the holder to direct that dividends or interest paid in respect of securities of the issuer's own issue be applied to the purchase from the issuer of publicly traded equity securities of the issuer's own issue or any other securities of the issuer which are redeemable at the option of the holder;
 - (f) the trade is made by a promoter of an issuer or by an issuer in a government incentive security of the issuer's own issue, if solicitations are made to not more than seventy-five prospective purchasers resulting in sales to not more than fifty purchasers, where,
 - (i) each investor to whom securities are sold in reliance on this exemption has been supplied with an offering memorandum referred to in the definition of "offering memorandum" in subsection (1) of section 32 and information identifying every officer and director of the issuer and every promoter thereof and giving the particulars of such of their professional qualifications and associations during the immediately preceding five years as are relevant to the undertaking being financed and indicating which of the directors will be devoting his or her full time to the affairs of the issuer,
 - (ii) each investor has access to substantially the same information concerning the issuer that a prospectus filed under this Act would provide and is,
 - (A) an investor who, by virtue of net worth and investment experience or by virtue of consultation with or advice from a person or company who is not a promoter of the issuer whose securities are being offered and who is

a registered adviser or a registered dealer, is able to evaluate the prospective investment on the basis of information respecting the investment presented to the investor by the issuer, or

(B) a senior officer or director of the issuer or of an affiliate of the issuer or a spouse, parent, brother, sister or child of any such director or officer,

(iii) the offer and sale of the securities are not accompanied by an advertisement and no selling or promotional expenses have been paid or incurred in connection therewith, except for professional services or for services performed by a registered dealer, and

(iv) each investor to whom securities are sold in reliance on this exemption is given a contractual right of action described in the offering memorandum referred to in section 32, and

(v) the vendor who relies upon this clause complies with subsection 72 (3) of the Act; or

(g) the trade is made by a financial intermediary, as defined in subsection 204 (1), as principal or agent in shares or units of mutual funds if the shares or units are sold to a pension plan, deferred profit sharing plan, retirement savings plan or other similar capital accumulation plan maintained by the sponsor of such plan for its employees and the decision to purchase the shares or units is not made by or at the direction of such an employee. R.R.O. 1980, Reg. 910, s. 14; O. Reg. 238/81, s. 1; O. Reg. 345/87, s. 1.

15. The exemption contained in clause 14 (g) does not apply to a trade with an employee referred to in that clause in a security, including an investment contract or an interest in a plan referred to in that clause, where the decision to purchase the security is made by or at the direction of the employee. O. Reg. 345/87, s. 2, part.

16.—(1) For the purposes of clause 14 (a), “contract”, “group insurance”, “life insurance”, and “policy” have the meaning ascribed to them under sections 1 and 171 of the *Insurance Act*.

(2) “Government incentive security” means a security designed to enable the holder thereof to receive a grant or other monetary benefit, such as a right to a credit against taxes or a deduction in the determination of income for tax purposes, pursuant to provisions of a statute or a regulation of Canada or Ontario or another province or territory of Canada designated by the Commission for the purposes of clause 14 (f). R.R.O. 1980, Reg. 910, s. 15.

17. Section 53 of the Act does not apply to the first trade in securities previously acquired under,

(a) the exemption contained in clause 72 (1) (j) of the Act if,

(i) when such exemption was relied upon, a securities exchange take-over bid circular in respect of the securities was filed by the offeror under the Act, and

(ii) the first trade is not a distribution as defined in clause (c) of the definition of “distribution” in subsection 1 (1) of the Act; or

(b) the exemption contained in clause 72 (1) (o) of the Act, where the purchaser is a promoter of the issuer. R.R.O. 1980, Reg. 910, s. 16.

18.—(1) Subject to subsection (2), section 53 of the Act does not apply to a trade by a person or company referred to in clause (c) of the definition of “distribution” in subsection 1 (1) of the Act in a security that was acquired pursuant to a take-over bid that is a formal bid as defined in subsection 89 (1) of the Act if,

(a) the offeree issuer had been a reporting issuer for at least twelve months at the date of the bid;

(b) the intention to make the trade was disclosed in the take-over bid circular in respect of the take-over bid;

(c) the trade is made within the period commencing on the day of the expiry of the bid and ending twenty days thereafter;

(d) a notice of intention and a declaration in Form 23 are filed before the trade;

(e) a report of the trade is filed within five days after the completion of the trade; and

(f) no unusual effort is made to prepare the market or to create a demand for the security and no extraordinary commission is paid in respect of the trade.

(2) Where an offeror referred to in subsection (1) sells the securities acquired pursuant to a formal bid to another person or company that made a competing formal bid for securities of the same issuer, for not greater than the same consideration than that offered by that other person or company in its take-over bid, the offeror need not comply with clause (1) (b). O. Reg. 374/87, s. 1.

19.—(1) The first trade in securities acquired pursuant to the exemption contained in clause 14 (c) is a distribution unless such first trade is made in accordance with subsection 72 (7) of the Act as if subsection (7) were applicable thereto.

(2) The first trade in securities acquired pursuant to the exemption contained in clause 14 (d) is a distribution unless such first trade is made in accordance with subsection 72 (4) of the Act as if subsection (4) were applicable thereto.

(3) The first trade in securities by a purchaser who acquired them pursuant to the exemption contained in clause 17 (b) is a distribution unless such first trade is made in accordance with subsection 72 (7) of the Act as if subsection (7) were applicable thereto.

(4) The first trade in securities acquired under an exemption in clause 72 (1) (h) of the Act is a distribution, except that where the provisions of clauses 72 (5) (a), (b) and (c) of the Act have been fulfilled as though such subsection made reference to clause (h) then such first trade is a distribution only if it is a distribution as defined in clause (c) of the definition of “distribution” in subsection 1 (1) of the Act.

(5) The first trade in securities acquired by a purchaser under the exemption contained in clause 14 (e) is a distribution unless such first trade is made in accordance with subsection 72 (5) of the Act as if subsection (5) were applicable thereto.

(6) The first trade in securities acquired by a purchaser pursuant to the exemption contained in clause 14 (f) is a distribution unless such first trade is made in accordance with subsection 72 (4) of the Act as if subsection (4) were applicable thereto. R.R.O. 1980, Reg. 910, s. 17.

20.—(1) The exemptions contained in paragraph 10 of subsection 35 (2), subsection 72 (5) and clause 73 (1) (a) of the Act apply where the securities being traded are those of a company that,

(a) is incorporated but not continued under the *British Columbia Companies Act*, S.B.C., 1973, c. 18, as amended;

(b) is not a reporting company within the meaning of section 2 of the *British Columbia Securities Act*, S.B.C., 1967, c. 45, as amended; and

(c) does not offer its securities for sale to the public,

as if the company were a private company as defined in the Act. R.R.O. 1980, Reg. 910, s. 18.

(2) The exemptions contained in subparagraph 1 (b) of subsection 35 (2) and clause 73 (1) (a) of the Act apply where the securities being traded are bonds, debentures or other evidences of indebtedness of the Conseil scolaire de l'île de Montréal. O. Reg. 686/85, s. 1.

21.—(1) The exemption contained in subsection 72 (5) of the Act is available to a seller in respect of a first trade in securities whether or not the issuer is in default of any requirement of the Act or regulations if,

- (a) the seller is not in a special relationship with the issuer; and
- (b) the first trade otherwise qualifies for the exemption contained in that subsection.

(2) The exemption contained in subsection 72 (5) of the Act is available to a seller who is in a special relationship with the issuer in respect of a first trade in securities by the seller if,

- (a) the seller has reasonable grounds to believe that the issuer is not in default of any requirement of the Act or regulations; and
- (b) the first trade otherwise qualifies for the exemption contained in that subsection.

(3) For the purposes of subsections (1) and (2), "special relationship" has the same meaning as in subsection 76 (3) of the Act. O. Reg. 84/81, s. 1, *part*.

RESTRICTION OF EXEMPTIONS

22.—(1) The exemption contained in clause (c) of paragraph 1 of subsection 35 (2) of the Act, and the corresponding exemption in clause 73 (1) (a) of the Act do not apply to bonds, debentures or other evidences of indebtedness that are subordinate in right of payment to deposits held by the issuer or guarantor of such bonds, debentures or other evidences of indebtedness.

(2) The exemptions contained in paragraph 3 of subsection 35 (2) and clause 73 (1) (a) of the Act for securities of a private mutual fund as defined in clause (b) of the definition of "private mutual fund" in subsection 1 (1) of the Act do not apply to securities of a mutual fund administered by a trust corporation if there is a promoter or manager of the mutual fund other than the trust corporation. R.R.O. 1980, Reg. 910, s. 19.

23.—(1) Despite subsection 72 (5) of the Act, sections 53 and 62 of the Act apply to the first trade in securities by a seller acquired under the exemption contained in subclause 72 (1) (f) (iii) of the Act through the exercise of a right to purchase, convert or exchange the securities where the right to purchase, convert or exchange the securities was previously acquired in connection with an initial trade exempted under clause 72 (1) (a), (b), (c), (d), (l), (m) or (p) of the Act or clause 14 (g) or (h) of the Act unless,

- (a) the first trade is made in accordance with subsection 72 (4) of the Act; or
- (b) the first trade is exempt under subsection 72 (1) of the Act.

(2) For the purposes of clause (1) (a), "initial exempt trade" in section 72 (4) of the Act means a trade referred to in subclause 72 (1) (f) (iii) of the Act. O. Reg. 84/81, s. 1, *part*.

24. The exemption contained in subsection 72 (4) of the Act does not apply to a trade that is a distribution as defined in clause (c) of the definition of "distribution" in subsection 1 (1) of the Act. O. Reg. 84/81, s. 1, *part*.

25.—(1) The exemption contained in clauses 72 (7) (b) and (c) of the Act does not apply to a trade in securities unless the seller has held the securities for at least six months. O. Reg. 84/81, s. 1, *part*; O. Reg. 238/81, s. 2 (1).

(2) Despite subsection (1), where a seller has acquired securities of a class under an exemption contained in clause 72 (1) (a), (b), (c), (d), (h), (i), (j), (k), (l), (m), (n), (p) or (q) of the Act or clause 14 (d) (e), (f) or (g) of this Regulation, the seller shall not distribute any security of that class under the exemption contained in clauses 72 (7) (b) and (c) of the Act until all securities of the class owned by the seller have been held by the seller for,

- (a) a period of at least six months after the date on which the last security of the class was acquired under an exemption referred to in this subsection, if the securities are listed and posted for trading on a stock exchange recognized for this purpose by the Commission and comply with the requirements of clause 433 (1) (m) or (n) of the *Insurance Act*;
- (b) a period of at least six months after the date on which the last security of the class was acquired under an exemption referred to in this subsection, if the securities are bonds, debentures or other evidences of indebtedness issued or guaranteed by an issuer or are preferred shares of an issuer, and comply with the requirements of clause 433 (1) (k) or (m) of the *Insurance Act*;
- (c) a period of at least one year after the date on which the last security of the class was acquired under an exemption referred to in this subsection, if the securities are listed and posted for trading on a stock exchange recognized for this purpose by the Commission or are bonds, debentures or other evidences of indebtedness issued or guaranteed by the reporting issuer whose securities are so listed; or
- (d) a period of at least eighteen months after the date on which the last security of the class was acquired under an exemption referred to in this subsection. O. Reg. 84/81, s. 1, *part*; O. Reg. 238/81, s. 2 (2).

26.—(1) The exemptions contained in section 35 of the Act and subsections 72 (1) and 73 (1) of the Act do not apply to a trade made after the 30th day of September, 1982 and prior to the 31st day of December, 1983 by an issuer in a security whether or not of its own issue that carries with it a present or future right to occupy a residential unit in a multiple unit residential property having in excess of five residential units which at any time after the 30th day of September, 1982 has been used in whole or in part for the purpose of residential rental accommodation. O. Reg. 637/82, s. 1, *part*; O. Reg. 180/83, s. 1.

(2) Subsection (1) does not affect the exemption contained in paragraph 8 of subsection 35 (2) and clause 73 (1) (a) of the Act for securities issued by corporations to which the *Co-operative Corporations Act* applies.

(3) The Commission may, upon the application of an interested person or company, rule that any trade, intended trade, person or company is not subject to subsection (1) where the Commission is satisfied,

- (a) that a party effecting the conversion of a multiple unit residential property to establish the occupancy rights referred to in subsection (1) has prior to the day this section comes into force materially altered the party's position to the party's detriment in reliance on the law as it existed prior to that day; or
- (b) that to do so would not be prejudicial to the public interest, and may impose such terms and conditions as are considered necessary. O. Reg. 637/82, s. 1, *part*.

27.—(1) The exemption contained in paragraph 5 of subsection 35 (1) of the Act and the corresponding exemption contained in clause 72 (1) (d) of the Act are unavailable where the trade is in a security which has an aggregate acquisition cost to the purchaser of less than \$150,000.

(2) Despite subsection (1), the exemptions referred to in that

subsection are available in respect of a trade described in subsection 72 (4) of the Act made before the 1st day of July, 1989 if the securities were issued before the 1st day of July, 1987 in reliance upon clause 72 (1) (d) or (l) of the Act. O. Reg. 345/87, s. 2, *part*.

28. The exemption contained in paragraph 18 of subsection 35 (1) of the Act and the corresponding exemption contained in clause 72 (1) (l) of the Act are unavailable where the value of the assets purchased is less than \$150,000. O. Reg. 345/87, s. 2, *part*.

29. The exemption contained in paragraph 3 of subsection 35 (2) of the Act and the corresponding exemption referred to in clause 73 (1) (a) of the Act are unavailable where the trade is in securities issued by a private mutual fund, as defined in subclause (a) (i) or (iii) of the definition of "private mutual fund" in subsection 1 (1) of the Act. O. Reg. 345/87, s. 2, *part, revised*.

30. An exemption from the registration or prospectus requirements set out in the Act or in any other provision of this Regulation that refers to a registered dealer is unavailable unless the dealer is registered to act as a dealer in respect of the trade described in the exempting provision. O. Reg. 345/87, s. 2, *part*.

31. The exemption in clause 72 (1) (p) of the Act is unavailable where the solicitations therein referred to are made, in the aggregate, in all jurisdictions including Ontario, to more than fifty prospective purchasers resulting in sales to not more than twenty-five purchasers. R.R.O. 1980, Reg. 910, s. 20.

32.—(1) In this section,

"contractual right of action" means a right of action against an issuer for rescission or damages, which right,

- (a) is available to an investor to whom an offering memorandum has been delivered by or on behalf of the seller of securities referred to in the offering memorandum if the offering memorandum contains a misrepresentation,
- (b) is exercisable on notice given to the issuer not later than ninety days after the date on which payment was made for the securities or after the initial payment, where payments subsequent to the initial payment are made pursuant to a contractual commitment assumed prior to, or concurrently with, the initial payment,
- (c) reasonably corresponds to the rights provided in section 130 of the Act applicable to a prospectus, and may be subject to defences equivalent to defences available under subsection (2) of that section, and
- (d) includes a provision stating that the right is in addition to any other right or remedy available at law to the investor;

"offering memorandum" means a document purporting to describe the business and affairs of an issuer that has been prepared primarily for delivery to and review by prospective investors so as to assist those investors to make an investment decision in respect of securities being sold in a distribution to which section 53 or section 62 of the Act would apply but for the availability of one or more of the exemptions contained in clause 72 (1) (c), (d) or (p) of the Act or clause 14 (f) of this Regulation, but does not include,

- (a) a document setting out current information about an issuer for the benefit of prospective investors familiar with the issuer through prior investment or business contacts, or
- (b) for the purpose of subsection (3), an annual report, interim report, information circular, take-over bid circular, issuer bid circular, prospectus or other such document the content of which is prescribed by statute or regulation.

(2) The exemption in clause 72 (1) (d) of the Act is unavailable as to a trade made through an advertisement of the securities in printed media of general and regular paid circulation, radio or televi-

sion, unless an offering memorandum is furnished to the investor concurrently with or prior to the completion of the investment, and the investor is given a contractual right of action that is described in the offering memorandum.

(3) Where a seller or proposed seller of securities effects a trade to which section 53 or 62 of the Act would apply but for an exemption in clause 72 (1) (c), (d) or (p) of the Act or clause 14 (f) of this Regulation, and the seller or proposed seller is,

- (a) the issuer or an affiliate of the issuer;
- (b) a person, company or combination of persons or companies having the relationship to the issuer described in clause (c) of the definition of "distribution" in subsection 1 (1) of the Act; or
- (c) an underwriter who, acting as underwriter, acquired the securities from a person or company described in clause (a) or (b),

and the seller or proposed seller or a person or company acting on behalf of the seller or proposed seller delivers an offering memorandum to a prospective investor to whom securities are sold in reliance on clause 72 (1) (c), (d) or (p) of the Act or clause 14 (f) of this Regulation, the exemptions in clauses 72 (1) (c), (d) and (p) of the Act and clause 14 (f) of this Regulation are unavailable as to the trade with that prospective investor unless the prospective investor is given a contractual right of action that is described in the offering memorandum.

(4) Where the inclusion of a contractual right of action in an offering memorandum is required by subsection (2) or (3) as a condition to the availability of an exemption, two copies of the offering memorandum shall be delivered to the Commission concurrently with or before the date upon which a report referred to in subsection 72 (3) of the Act is filed with the Commission. R.R.O. 1980, Reg. 910, s. 21.

FILING REQUIREMENTS

33. A mutual fund may file a summary statement as a separate document in the form prescribed in this Part together with a prospectus filed under section 53 or 62 of the Act. R.R.O. 1980, Reg. 910, s. 22.

34.—(1) Where any solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession gives authority to a statement made by the person is named as having prepared or certified any part of a prospectus, summary statement or documents prepared in connection with a summary statement, or is named as having prepared or certified a report or valuation used in or in connection with a prospectus or summary statement, the written consent of the person or company to being so named and to such use of the report or valuation shall be filed not later than the time the prospectus is filed.

(2) The Director may dispense with the filing of a consent required by subsection (1) if, in the Director's opinion, the filing is impracticable or involves undue hardship.

(3) The consent of the auditor or accountant referred to in subsection (1) shall refer to the report stating the date thereof and the dates of the financial statements on which the reports are made, and shall contain a statement that the auditor or accountant has read the prospectus and has no reason to believe that there are any misrepresentations in the information contained therein that is derived from the financial statements upon which the auditor or accountant reported or that is within the auditor's or accountant's knowledge as a result of the audit of such financial statements.

(4) Where a solicitor, auditor, accountant, engineer, appraiser or other person or company referred to in subsection (1),

- (a) has received or expects to receive any interest, whether

direct or indirect, in the property of the issuer or any associate or affiliate of the issuer; or

- (b) beneficially owns, directly or indirectly, any securities of the issuer or any associate or affiliate of the issuer,

the interest or ownership shall be disclosed in the prospectus.

(5) Where a person or company referred to in subsection (1) is or is expected to be elected, appointed or employed as a director, officer or employee of the issuer or any associate or affiliate of the issuer, the fact or expectation shall be disclosed in the prospectus. R.R.O. 1980, Reg. 910, s. 23.

35. Where any change is proposed to be made in a preliminary prospectus or prospectus that in the opinion of the Director materially affects any consent required by section 34 the Director may require that a further consent be filed before an amendment to the preliminary prospectus or prospectus is accepted. R.R.O. 1980, Reg. 910, s. 24.

36. There shall be filed at the time of the filing of a preliminary prospectus for a natural resource company or at the time of the filing of a prospectus for a natural resource company under section 62 of the Act, as the case may be, a full and up-to-date report on the property of the natural resource company referred to in paragraph (b) or (c) of Item 9 in Form 14 and the development thereof, made by an individual who is a mining engineer, geologist or other qualified individual acceptable to the Director, accompanied by a certificate on the report which certificate shall state,

- (a) the address and occupation of the individual;
- (b) the qualifications of the individual;
- (c) whether or not the report is based on personal examination;
- (d) the date of any such examination;
- (e) where the report is not based on personal examination, the source of the information contained in the report; and
- (f) whether or not the individual has, directly or indirectly, received or expects to receive any interest, direct or indirect, in the property of the person or company or any associate or affiliate of the person or company, or beneficially owns, directly or indirectly, any securities of the person or company or any associate or affiliate of the person or company and, if so, the particulars of the interest or beneficial ownership. R.R.O. 1980, Reg. 910, s. 25.

CONTENT OF PROSPECTUSES – NON-FINANCIAL MATTERS

DEFINITIONS

37.—(1) In sections 38 and 39,

“trustee” means any person or company named as trustee under the terms of a trust indenture, whether or not the person or company is a trust corporation authorized to carry on business in Ontario;

“trust indenture” means any deed, indenture or document, including any supplement or amendment to any deed, indenture or document by the terms of which a person or company issues securities and in which a trustee is named as trustee for the holders of the securities issued thereunder;

“underwriter” means an underwriter that has signed a certificate included in a prospectus under section 59 of the Act.

(2) For the purposes of the reports required under section 36 and for references to the property of an issuer contained in Form 14, where the report or reference relates to the property of a natural resource company,

“commercial production” means output from a well of such quantity of crude oil, liquid hydrocarbons, natural gas and natural gas liquids as, having regard to the cost of drilling and production and the price, kind and quality of such production, would justify from a commercial and economic standpoint the drilling of a similar well in the immediate surroundings;

“crude oil” means a mixture that consists mainly of pentanes and heavier hydrocarbons, that may contain sulphur compounds and that is recoverable at a well from an underground reservoir and that is liquid at the conditions under which its volume is measured or estimated and includes all other liquid hydrocarbons so recoverable except natural gas liquids;

“indicated ore” has the same meaning as “probable ore”;

“inferred ore” has the same meaning as “possible ore”;

“measured ore” has the same meaning as “proven ore”;

“natural gas” means a mixture, consisting principally of hydrocarbons that may contain non-hydrocarbon gases such as carbon dioxide, hydrogen sulphide, nitrogen or other elements, which mixture is recoverable from an underground reservoir and is in the gaseous phase or in solution with crude oil in the reservoir;

“natural gas liquids” means the hydrocarbon components, propane, butanes, and pentanes plus, or a combination of them, which hydrocarbon components are subject to recovery from raw gas as liquids by the processes of condensation or absorption, which recovery takes place in field separators, scrubbers, gas processing and reprocessing plants or cycling plants;

“ore” means a natural aggregate of one or more minerals that, at a specified time and place, may be mined and sold at a profit or from which some part may be profitably separated;

“possible ore” means that material for which quantitative estimates are based largely on broad knowledge of the geologic character of the deposit and for which there are few, if any, samples or measurements and for which the estimates are based on an assumed continuity or repetition for which there are reasonable geological indications, which indications may include comparison with deposits of similar type and bodies that are completely concealed may be included if there is specific evidence of their presence, and

- (a) estimates of possible ore shall include a statement of conditions within which the possible material occurs, and
- (b) since the arithmetical average of any amount of sampling is not necessarily representative, unless the distribution of values and number of samples are properly taken into account, a statement of how samples were taken shall be given and where mineralization is erratic, the method of treating erratic values shall be given in the narrative of the report;

“probable additional reserves” of crude oil, natural gas and natural gas liquids means an estimate of reserves not included in an estimate of the proven reserves that may be recovered from the known reservoir or from that portion underlying the properties, provided,

- (a) the estimates of probable additional reserves are as realistic as can be determined on the basis of the information available,
- (b) the reserve considered probable additional shall be the estimated ultimate recoverable content of the reservoir less the proven reserve, or of that portion underlying the properties, and shall be based on a realistic interpretation of the geological, geophysical and well test data available at the time the estimate is made,
- (c) probable additional reserves to be obtained by the applica-

tion of enhanced recovery processes will be the increased recovery over and above that recognized in the proven category that can be realistically estimated to be ultimately economically recovered from the pool or such portions as underlie properties;

"probable ore" means that material for which tonnage and grade are computed partly from specific measurements, partly from either or both sample data or production data and partly from projection for a reasonable distance on geologic evidence and for which the sites available for inspection, measurement and sampling are too widely or otherwise inappropriately spaced to outline the material completely or to establish its grade throughout;

"proven developed reserves" means those proven reserves that will be produced from existing wells or facilities;

"proven ore" means that material for which tonnage is computed from dimensions revealed in outcrops or trenches or underground workings or drill holes and for which the grade is computed from the results of adequate sampling and for which the sites for inspection, sampling and measurement are so spaced and the geological character so well defined that the size, shape and mineral content are established and for which the computed tonnage and grade are judged to be accurate within limits that shall be stated and for which it shall be stated whether the tonnage and grade of proven ore or measured ore are *in situ* or extractable, with dilution factors shown and reasons for the use of these dilution factors clearly explained;

"proven reserves underlying a property" means the estimated economically recoverable quantities of crude oil, natural gas and natural gas liquids, including the reserves to be obtained by enhanced recovery processes demonstrated to be successful, from that portion of an area delineated by gas-oil or oil-water or gas-water contacts in drilled wells or that can be reasonably evaluated as economically productive, on the basis of drilling, geological, geophysical and engineering data, but reserves in undrilled prospects cannot be classed as proven reserves;

"proven undeveloped reserves" means proven reserves that are not recoverable from existing wells or facilities or from those zones in existing wells that have been cased off, but which can be recovered through the drilling of additional wells. R.R.O. 1980, Reg. 910, s. 26.

38.—(1) Subject to subsection (2), the following general rules apply:

1. A receipt for a prospectus will not be issued if the Director is aware that the issuer is in default in filing any document required to be filed by it under the Act or this Regulation or under the statute under which it is incorporated or organized.
2. Where a receipt for a prospectus is not issued within seventy-five days after the date of a receipt for a preliminary prospectus due to the inaction of the person or company filing such preliminary prospectus, then no final receipt shall be issued for that prospectus.
3. Where an escrow agreement is required for an industrial company before a receipt for a prospectus is issued, the promoters may receive, free of escrow, that number of shares whose value at the offering price is equivalent to the aggregate of the cash and the fair market value of such tangible assets as are acceptable to the Director that they have transferred to the issuer.
4. Where a preliminary prospectus names an underwriter of the issuer who proposes to act as underwriter in Ontario and who is not a registrant or the distribution is to be effected by the issuer and the issuer is not a registrant then the receipt for the preliminary prospectus shall not issue until an application for registration has been received and the receipt for the prospec-

tus shall only be issued concurrently with or after the granting of registration.

5. The receipt for a prospectus relating to securities underwritten on a firm commitment basis, other than securities to be distributed continuously, shall not be issued unless the prospectus indicates that the securities are to be taken up by the underwriter, if at all, on or before a date not later than six weeks after the date of the final receipt.
6. Where there is no trading market for the securities offered, and none is expected to develop as a consequence of the distribution, except for mutual funds, a notice to this effect must be included on the cover page of the prospectus together with a statement that purchasers may not be able to resell securities purchased pursuant to the prospectus.
7. Where a minimum amount of funds are required by an issuer, the receipt for a prospectus relating to securities proposed to be distributed on a best efforts basis, other than securities to be distributed continuously, shall not issue unless the prospectus indicates that the offering may not continue for more than sixty days where the minimum amount of funds are not subscribed within sixty days, without the consent of the Director and those persons or companies who subscribed within such sixty days.

(2) Where the Director is satisfied that there is sufficient justification the Director may permit or require that the provisions of subsection (1) be amended or waived. R.R.O. 1980, Reg. 910, s. 27.

FINANCE COMPANIES

39. No receipt shall be issued for a prospectus of a finance company relating to a debt security not issued under a trust indenture unless it is clearly stated on the outside front cover page of the prospectus that the debt security is not issued under a trust indenture. R.R.O. 1980, Reg. 910, s. 28.

FORMAT

40. The prospectus of an industrial company shall be prepared in accordance with Form 12. R.R.O. 1980, Reg. 910, s. 29.

41. The prospectus of a finance company shall be prepared in accordance with Form 13. R.R.O. 1980, Reg. 910, s. 30.

42. The prospectus of a natural resource company shall be prepared in accordance with Form 14. R.R.O. 1980, Reg. 910, s. 31.

43. Where a prospectus is required to be filed in respect of an issuer bid, the information prescribed in Form 33, except the certificate in Item 30, shall be included in the prospectus. O. Reg. 374/87, s. 2.

44.—(1) The prospectus of a mutual fund shall be prepared in accordance with Form 15.

(2) The summary statement of a mutual fund shall be prepared in accordance with Form 16. R.R.O. 1980, Reg. 910, s. 32.

45. Where the disclosure called for by a prospectus form or an item in any prospectus form could, in the opinion of the Director, properly be made applicable to an issuer, the Director may require the issuer to comply with the prospectus form or the item. R.R.O. 1980, Reg. 910, s. 33.

46. Unless the Director otherwise permits or requires,

- (a) the body of a printed prospectus shall be in roman type at least as large as 10-point modern type, except that, to the extent necessary for convenient presentation, financial statements and other statistical or tabular data and the notes thereto may be in roman type at least as large as 8-point modern type;

- (b) the type in a printed prospectus shall be leaded at least 2 points; and
- (c) unless the Director determines that to permit the inclusion of specific graphs, photographs or maps would be misleading or detract from the readability of the prospectus, the prospectus may contain,
 - (i) graphs that are relevant to matters dealt with in the text of the prospectus,
 - (ii) photographs, if they include only the product of the issuer, and
 - (iii) maps for the purpose of indicating the locations of property or operations, present and proposed, of the issuer. R.R.O. 1980, Reg. 910, s. 34.

47. No reference need be made in a prospectus to inapplicable items contained in the forms and negative answers to any items contained in the forms may be omitted. R.R.O. 1980, Reg. 910, s. 35.

48.—(1) No inference shall be drawn from the items of disclosure called for by the various prospectus forms that in any way qualifies or limits the discretion granted to the Director or the Commission, as the case may be, by the Act.

(2) No inference shall be drawn from the items of disclosure called for by the various prospectus forms that in any way qualifies or limits the obligation to provide full, true and plain disclosure of all material facts relating to the securities issued or proposed to be distributed, as the case may be.

(3) The information required to be disclosed in answer to any item of a prospectus form or any part thereof may be omitted if such information is, in the opinion of the Director, immaterial. R.R.O. 1980, Reg. 910, s. 36.

49.—(1) The information contained in a prospectus shall be presented in narrative form.

(2) The information contained in a prospectus need not follow the order of the items contained in the forms and may be expressed in a condensed or summarized manner if it does not obscure any of the required information or any information necessary to keep the required information from being incomplete or misleading.

(3) Where information is required to be presented in a prospectus in tabular form it shall be substantially presented in the tabular form specified.

(4) All information contained in a prospectus shall be set out under appropriate headings or captions reasonably indicative of the principle subject matter set out thereunder.

(5) Every prospectus shall contain a reasonably detailed table of contents.

(6) Information required by more than one applicable item of a prospectus form need not be repeated. R.R.O. 1980, Reg. 910, s. 37.

50. Every preliminary prospectus shall have printed in red ink on the outside front cover page the following statement or such variation thereof as the Director may permit:

This is a preliminary prospectus relating to these securities, a copy of which has been filed with the Ontario Securities Commission but which has not yet become final for the purpose of a distribution to the public. Information contained herein is subject to completion or amendment. These securities may not be sold nor may offers to buy be accepted prior to the time a receipt is obtained from the Ontario Securities Commission for the final prospectus. R.R.O. 1980, Reg. 910, s. 38.

51. Every preliminary prospectus, prospectus or summary statement, as the case may be, shall have printed on the outside front cover page the following statement:

"No securities commission or similar authority in Canada has in any way passed upon the merits of the securities offered hereunder and any representation to the contrary is an offence".

R.R.O. 1980, Reg. 910, s. 39; O. Reg. 238/81, s. 3.

52.—(1) Subject to subsection (2), every *pro forma* prospectus shall substantially comply with the requirements of the Act and this Regulation relating to the form and content of a prospectus.

(2) Any certificate required by section 58 or 59 of the Act and any report of an auditor otherwise required by this Regulation may be omitted from a *pro forma* prospectus. R.R.O. 1980, Reg. 910, s. 40.

CONTENT OF PROSPECTUS – FINANCIAL MATTERS

53.—(1) Every prospectus of an issuer, other than a mutual fund, shall contain,

- (a) an income statement of the issuer for,
 - (i) each of the last five financial years or such shorter period as the Director permits or requires, and
 - (ii) any part of a subsequent financial year to the date at which the balance sheet required by clause (d) is made up;
- (b) a statement of surplus of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (a);
- (c) subject to subsection (3), a statement of changes in financial position of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (a); and
- (d) a balance sheet of the issuer,
 - (i) as at a date not more than 120 days prior to the date of the issuance of a receipt for the preliminary prospectus or the date of a new prospectus referred to in section 62 of the Act, as the case may be, or as at such other date as the Director may permit or require, and
 - (ii) subject to subsection (2), as at the corresponding date of the previous financial year.

(2) Where the balance sheet included under subclause (1) (d) (i) is as at a date other than a financial year end, the balance sheet referred to in subclause (1) (d) (ii) may be omitted if the prospectus contains a balance sheet as at the most recent financial year end and as at the immediately preceding financial year end.

(3) Every prospectus of an issuer engaged primarily in the business of investing shall include a statement of changes in net assets in lieu of a statement of changes in financial position.

(4) Where the securities to which a prospectus relates are debt securities and the payment of principal or interest is guaranteed, the prospectus shall contain, with respect to the guarantor, the financial statements referred to in subsection (1).

(5) Where the financial statements required by subsection (1) relate to part of a financial year, the prospectus shall contain an income statement, a statement of surplus, and a statement of

changes in financial position for the comparable period in the preceding financial year.

(6) Where the Director is satisfied that there is sufficient justification, he or she may permit the omission of any financial statement required by this section. R.R.O. 1980, Reg. 910, s. 41.

54.—(1) Every prospectus of a mutual fund and every summary statement of a mutual fund shall contain,

- (a) an income statement;
- (b) a balance sheet;
- (c) a statement of investment portfolio;
- (d) a statement of portfolio transactions; and
- (e) a statement of changes in net assets,

of the mutual fund, each for or as at the end of, as appropriate, its last financial year or for any period or periods permitted or required by the Director.

(2) Despite subsection (1) but subject to subsections (3) and (4), where a summary statement of a mutual fund is filed together with a prospectus, the financial statements described in subsection (1) may be omitted from the prospectus of the mutual fund and from the summary statement if a copy of the financial statements that would otherwise be required to be included therein is filed concurrently with the filing of the prospectus and summary statement or has previously been filed under section 78 of the Act. R.R.O. 1980, Reg. 910, s. 42 (1, 2).

(3) Where, under subsection (2), a prospectus of a mutual fund and a summary statement do not contain the financial statements described in subsection (1), a prospectus or a summary statement sent or delivered to a purchaser of securities under section 71 or subsection 63 (5) of the Act shall be accompanied by,

- (a) a copy of the financial statements that would otherwise be required to be included in the prospectus or summary statement; and
- (b) where one or more financial statements for periods subsequent to those covered by the financial statements described in clause (a) have been filed with the Commission under section 77 or 78 of the Act, a copy of the financial statements that were filed most recently before the day the prospectus or summary statement is sent or delivered. O. Reg. 238/81, s. 4 (1).

(4) Where the financial statements described in subsection (1) are omitted from a prospectus of a mutual fund and from a summary statement of a mutual fund under subsection (2), the prospectus and the summary statement shall each have printed on the outside cover page the following statement:

The information contained herein must be accompanied by the annual financial statements of the Fund for the last financial year completed before the date of the current prospectus of the Fund and the auditors' report thereon, which statements and report are considered to form part of this document. As well, if subsequent financial statements, whether semi-annual or annual, have been filed with the Securities Commission, a copy of the most recent of such subsequent statements must also accompany this document. O. Reg. 238/81, s. 4 (2).

55. The Director may permit or require a prospectus to contain as part of the financial statements a *pro forma* balance sheet of the issuer and, unless the Director otherwise permits, of all its subsidiaries as at the date at which the balance sheet required by subclause 53 (1) (d) (i) is made up, giving effect to the issue and sale or redemption or other retirement of securities issued or to be issued by

the issuer and to such other transactions as the Director may permit or require. R.R.O. 1980, Reg. 910, s. 43.

56.—(1) Where the proceeds of the securities offered by a prospectus are to be applied in whole or in part, directly or indirectly, to finance the acquisition of a business, by a purchase of assets or shares, the Director may permit or require the inclusion in the prospectus of,

- (a) financial statements of the acquired business which shall be one or more of the financial statements referred to in clauses 53 (1) (a), (b) and (c) and subclause 53 (1) (d) (i) and for the periods or as at the date therein referred to and the financial statements referred to in subsection 53 (5) for the period referred to therein;
- (b) a *pro forma* balance sheet combining the assets and liabilities of the issuer and the business as shown by their respective balance sheets each as at the date referred to in subclause 53 (1) (d) (i) or at such other date as the Director may permit or require,

and, where the Director is satisfied that to do so would be meaningful to investors and that the information is necessary for full, true and plain disclosure of the material facts relating to the securities, he or she shall require for a period not more than one year immediately preceding the date referred to in subclause 53 (1) (d) (i) and may permit for a period not greater than five years immediately preceding such date the inclusion in the prospectus of *pro forma* statements combining, year by year,

- (c) the income or losses of the business with the income or losses of the issuer; and
- (d) the changes in financial position of the business with the changes in financial position of the issuer.

(2) An auditor's report prepared in connection with the *pro forma* financial statements referred to in clauses (1) (b), (c) and (d) need only be concerned with the manner in which the statements have been compiled. R.R.O. 1980, Reg. 910, s. 44.

57. Where a prospectus contains financial statements of an issuer incorporated or organized other than in Canada or a province or territory thereof and prepared in accordance with generally accepted accounting principles as permitted by subsection 1 (4), the notes to the financial statements shall explain and quantify any significant differences between the principles applied and the principles referred to in subsection 1 (3). R.R.O. 1980, Reg. 910, s. 45.

58. The option under subsection 1 (4) shall be exercised with respect to financial statements included in a prospectus only with the consent of the Director and subject to any conditions the Director may impose. R.R.O. 1980, Reg. 910, s. 46.

59. A prospectus relating to an issue of debt securities having a term to maturity in excess of one year or to an issue of preferred shares shall contain statements of asset coverage and earnings coverage, in form satisfactory to the Director, but the requirements of this section do not apply to a prospectus relating to securities of a newly-organized issuer or any other issuer as to which the Director permits or requires that the disclosure not be made. R.R.O. 1980, Reg. 910, s. 47.

60.—(1) In this section,

“distributing firm” means a registrant that is an underwriter with respect to a distribution and includes the issuer of the securities being distributed if the issuer is registered as a security issuer;

“forecast” means a written estimate of the most probable results of operations of an issuer, alone or together with one or more of its affiliates, that contains any or all of,

- (a) an estimate of earnings or a range of earnings,

- (b) an estimate of the most probable financial position,
- (c) an estimate of changes in financial position,

for one or more periods that are future periods or are periods not completed when the estimate is made, but does not include an estimate,

- (d) that is prepared in the ordinary course of business and without reference to a specific distribution of securities, and
- (e) that appears in a compendium of estimates relating to a number of issuers or in a publication that is distributed regularly to investors or prospective investors, who are not selected because of their potential interest in a specific issue of securities.

(2) The Director may permit the inclusion of a forecast in a prospectus and, where the Director permits the inclusion of a forecast,

- (a) the forecast shall be identified as such in the prospectus; and
- (b) the prospectus shall include the written comments of a public accountant concerning the accountant's review of the forecast.

(3) No distributing firm, during the course of a distribution of securities for which a prospectus is required to be filed under the Act, shall disseminate a forecast with respect to the issuer of those securities, unless the forecast is set out in the prospectus and what is disseminated by the distributing firm consists solely of that forecast or a reasonable extract therefrom or summary thereof. O. Reg. 808/82, s. 1.

61. Where under section 56, the Director permits or requires one or more of the financial statements of an acquired business to be included in a prospectus, sections 57, 58, 59 and 60 shall apply, with necessary modifications, to the financial statements of the business acquired. R.R.O. 1980, Reg. 910, s. 49.

62. The Director may direct that separate financial statements of a subsidiary of an issuer be included in a prospectus of the issuer, whether or not the financial statements of the subsidiary are consolidated with the financial statements of the issuer contained in the prospectus. R.R.O. 1980, Reg. 910, s. 50.

63. The Director may permit unconsolidated financial statements to be included in a prospectus as supplementary information. R.R.O. 1980, Reg. 910, s. 51.

64. Every financial statement of a person or company contained in a prospectus shall be submitted for review to the audit committee of its board of directors, where it has or is required to have such a committee, prior to its approval by the board of directors, which approval shall be evidenced by the manual signatures of two directors duly authorized to signify approval. R.R.O. 1980, Reg. 910, s. 52.

65.—(1) Any financial statement included in a prospectus that relates to any part of a financial year subsequent to the last audited financial year of the issuer need not be reported on by an auditor where,

- (a) such part of a financial year ended not more than ninety days before the date of the issuance of a receipt for the preliminary prospectus or such longer time as the Director may permit and not more than one year after the last audited financial year or such longer time as the Director may permit; and
- (b) a balance sheet of the issuer as at the end of the latest audited financial year of the issuer is included in the prospectus.

(2) Every balance sheet referred to in subclause 53 (1) (d) (ii) and every income statement, statement of surplus and statement of changes in financial position required by subsection 53 (5) and those for the same period for an acquired business referred to in section 56 may, but need not, be reported on by an auditor.

(3) Where, pursuant to this section, a financial statement contained in a prospectus is not reported on by the auditor, there shall be filed with the Commission such advice from the auditor as is suggested for these circumstances by the Handbook of The Canadian Institute of Chartered Accountants, or such other advice as may reasonably be required by the Director, the purpose of which shall be to assist the Commission in discharging its responsibilities and the advice may include a statement to that effect. R.R.O. 1980, Reg. 910, s. 53.

66.—(1) Subject to subsection (2), where a preliminary prospectus does not contain a report of the auditor of the issuer, there shall be filed, at the time the preliminary prospectus is filed, a letter addressed to the Commission and signed by the auditor of the issuer in which the auditor shall make such statement with respect to an examination as may be appropriate in the circumstances and the letter shall include a statement that, on the basis of the information then available to the auditor, the auditor has no reason to believe that the financial statements included in the preliminary prospectus that are being audited do not provide a fair representation of the financial position and earnings of the issuer and which shall specify dates and years or periods.

(2) If the examination of the accounts of the issuer by the auditor has not progressed to the point where the auditor can properly make the statements referred to in subsection (1), in lieu thereof the auditor may make such statements as the circumstances require and as are acceptable to the Director. R.R.O. 1980, Reg. 910, s. 54.

REPORTING REQUIREMENTS

67. Every report filed under subsection 72 (3) of the Act shall be filed in duplicate and in accordance with Form 20. R.R.O. 1980, Reg. 910, s. 55.

68. Every report filed under clause 72 (4) (c) of the Act shall be filed in duplicate and prepared in accordance with Form 21. R.R.O. 1980, Reg. 910, s. 56.

69.—(1) Every report required to be filed under clause 72 (5) (b) of the Act shall be filed in duplicate and prepared in accordance with Form 22.

(2) Where the first trade in securities previously acquired under an exemption contained in clause 72 (1) (f), (i), (j), (k) or (n) of the Act is a further trade exempted by subsection 72 (1) of the Act, the person or company making the trade shall within ten days of making the trade file with the Commission a letter disclosing the particulars of the trade and referring to the clause of subsection 72 (1) of the Act that applies to the trade.

(3) For the purposes of clause 72 (5) (b) of the Act and subsections 19 (4) and (5) of this Regulation, adequate disclosure shall be deemed to have been made to the Commission of a trade made in reliance on the exemptions in clause 72 (1) (f), (i), (j), (k) or (n) of the Act if particulars of the date of the trade, the number of securities purchased and the purchase price paid or to be paid are disclosed in,

- (a) an information circular or take-over bid circular filed in accordance with this Regulation; or
- (b) a letter filed with the Commission by a person or company certifying that the person or the company has knowledge of the facts therein contained,

if the filing is effected prior to any resale of the securities that would be a distribution but for the exemption in subsection 72 (5) of the Act except that this subsection (3) shall not make unavailable that

exemption if disclosure of the exempt trade is made to the Commission in some other way.

(4) Where a purchase plan or arrangement is operated without a prospectus in reliance on the exemption in clause 72 (1) (n) of the Act, it shall be sufficient for the purposes of subsection (3) if the disclosure contemplated thereby is made when the plan or arrangement is first commenced and not less frequently than annually thereafter unless the volume of trading in securities sold in reliance on the exemption contained in clause 72 (1) (n) of the Act in a month exceeds 1 per cent of the securities of that class that were outstanding at the beginning of the month in which the securities were sold, in which case a separate report shall be filed in respect of that month.

(5) Separate disclosure of a trade and resale shall be made in accordance with clause 72 (5) (b) and subsection 72 (7) of the Act, respectively, where,

- (a) the trade is made with an employee by an issuer in reliance on the exemption in clause 72 (1) (n) of the Act;
- (b) the employee immediately resells the security; and
- (c) the resale is a distribution as defined in clause (c) of the definition of "distribution" in subsection 1 (1) of the Act. R.R.O. 1980, Reg. 910, s. 57.

70. Every notice of intention and declaration filed under subsection 72 (7) (b) (i) of the Act shall be filed in duplicate and prepared in accordance with Form 23. R.R.O. 1980, Reg. 910, s. 58.

STATEMENT OF MATERIAL FACTS

71.—(1) Every statement of material facts referred to in clause 73 (1) (b) of the Act shall be prepared in accordance with Form 24.

(2) Every statement of material facts shall provide full, true and plain disclosure of all material facts relating to the security proposed to be offered.

(3) Where an issuer other than a natural resource company files a statement of material facts, the Director may permit that Form 24 be adapted as appropriate. R.R.O. 1980, Reg. 910, s. 59.

72. Sections 34, 35, 36 and 48, subsection 49 (6) and sections 57, 58, 59, 60, 62, 63, 64, 65 and 66 apply with necessary modifications to a statement of material facts. R.R.O. 1980, Reg. 910, s. 60.

73.—(1) Every statement of material facts on an issuer shall contain,

- (a) an income statement of the issuer for,
 - (i) each of the last three financial years or such shorter period as the Director permits or requires, and
 - (ii) any part of a subsequent financial year to the date at which the balance sheet required by clause (d) is made up;
- (b) a statement of surplus of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (a);
- (c) subject to subsection (2), a statement of changes in financial position of the issuer for each of the financial years or shorter period and any part of a subsequent financial year covered by the income statement referred to in clause (a); and
- (d) a balance sheet of the issuer as at a date not more than ninety days prior to the date of the filing of the statement of material facts, or as at such other date as the Director may permit or require.

(2) Every statement of material facts of a company engaged in the business of investing shall include a statement of changes in net assets in lieu of a statement of changes in financial position.

(3) Where the securities to which a statement of material facts relates are debt securities and the payment of principal or interest is guaranteed, the statement of material facts shall contain with respect to the guarantor, the financial statements referred to in subsection (1).

(4) Where the financial statements required by subsection (1) relate to part of a financial year, the statement of material facts shall also contain an income statement, a statement of surplus and a statement of changes in financial position for the comparable period in the preceding financial year. R.R.O. 1980, Reg. 910, s. 61.

74.—(1) Every statement of material facts shall contain a certificate in the following form, signed by the chief executive officer, the chief financial officer and, on behalf of the board of directors, by any two directors of the issuer, other than the foregoing, duly authorized to sign and by any person or company who is a promoter of the issuer:

"The foregoing constitutes full, true and plain disclosure of all material facts relating to the securities offered by this statement of material facts."

(2) Where the board of directors consists of fewer than four persons the statement of material facts may be signed on behalf of the board of directors by any two directors of the issuer duly authorized to sign.

(3) Where the Director is satisfied upon evidence or submissions made to the Director that either or both of the chief executive officer or chief financial officer of the issuer is for adequate cause not available to sign a certificate in a statement of material facts, the Director may permit the certificate to be signed by any other responsible officer or officers of the issuer in lieu of either or both of the chief executive officer or chief financial officer.

(4) With the consent of the Director,

- (a) a promoter need not sign a certificate in a statement of material facts; or
- (b) a promoter may sign a certificate in a statement of material facts by the promoter's agent duly authorized in writing. R.R.O. 1980, Reg. 910, s. 62.

75.—(1) Where there is an underwriter, a statement of material facts shall contain a certificate in the following form, signed by the underwriter or underwriters:

"To the best of our knowledge, information and belief, the foregoing constitutes full, true and plain disclosure of all material facts relating to the securities offered by this statement of material facts."

(2) With the consent of the Director, an underwriter may sign a certificate in a statement of material facts by the underwriter's agent duly authorized in writing.

(3) For the purpose of this section, "underwriter" means an underwriter who, with respect to the securities offered by a statement of material facts, is in a contractual relationship with the issuer of the securities. R.R.O. 1980, Reg. 910, s. 63.

76. Where a material change occurs after a statement of material facts has been filed with and accepted by the Commission but prior to the completion of the distribution under such statement of material facts, the Commission shall be notified forthwith of the change and an amendment to the statement of material facts shall be filed as soon as practicable and in any event within ten days from the date the change occurs. R.R.O. 1980, Reg. 910, s. 64.

77.—(1) Where a person or company that proposes to distribute securities under a statement of material facts is unable to obtain any or all of the signatures to the certificates required by sections 74 and 75 or to comply in some other respect with any provision of the Act or this Regulation relating to statements of material facts, the Director may, upon being satisfied that all reasonable efforts have been made to comply with the provisions of or under the Act and that no person or company is likely to be prejudicially affected by a failure to comply, exempt, subject to such terms and conditions as the Director may impose, the first mentioned person or company from the requirement to comply with the provisions.

(2) The Director may require any document, report or other material to be filed with a statement of material facts. R.R.O. 1980, Reg. 910, s. 65.

OPTIONS

78.—(1) Every option to sell securities known as a put referred to in clause 73 (1) (c) of the Act shall be in accordance with Form 25.

(2) Every option to purchase securities known as a call referred to in clause 73 (1) (c) of the Act shall be in accordance with Form 26. R.R.O. 1980, Reg. 910, s. 66.

ESCROW AGREEMENT

79. Every escrow agreement referred to in clause 61 (2) (f) of the Act shall be made in accordance with Form 17 for a natural resource company, and in accordance with Form 18 for any other type of issuer and every transferee of securities that are subject to the escrow agreement shall sign an acknowledgment in accordance with Form 19 and file it within ten days after the date of the Commission's consent to a transfer within escrow. R.R.O. 1980, Reg. 910, s. 67.

CERTIFICATE—PORTION OF DISTRIBUTION UNDERWRITTEN

80.—(1) Subject to subsection (2), if more than three underwriters have signed or caused to be signed the certificate referred to in section 59 of the Act, the final prospectus filed with the Commission shall be accompanied or preceded by a certificate duly executed by a person who certifies that he or she is a representative of the underwriter or underwriters and has knowledge of the matters referred to, and the certificate shall,

- (a) briefly identify the transaction to which the certificate relates; and
- (b) set out the total public offering price represented by the portion of the distribution underwritten by each underwriter who has signed or caused to be signed the certificate referred to in section 59 of the Act or, if the nature of the underwriting arrangements is such that this information is not available when the final prospectus is filed, shall describe the nature of those arrangements and undertake to file a further certificate setting out the information forthwith after the information becomes available.

(2) The certificate referred to in subsection (1) need not be filed if, as to each of the underwriters therein referred to, the information required by clause (1) (b) is included in the prospectus. R.R.O. 1980, Reg. 910, s. 68.

PROSPECTUS REQUIREMENTS—VARIATION PERMITTED

81. Every preliminary prospectus and prospectus including every prospectus referred to in subsection 53 (2) of the Act shall comply with the relevant provisions of this Part, but the Director may permit a variation from those provisions where it will not detract from full, true and plain disclosure and may require such variation if necessary for full disclosure of material facts. R.R.O. 1980, Reg. 910, s. 69.

RESTRICTION IN USE OF TERMS

82.—(1) No receipt shall be issued for a prospectus of an issuer,

other than a corporation registered under the *Loan and Trust Corporations Act*, doing business primarily as an industrial company, natural resource company or mutual fund if the issuer has as part of its name any of the words "Acceptance", "Credit", "Finance", "Loan" or "Trust".

(2) Subsection (1) does not apply to,

- (a) an issuer that had the words "investment trust" as part of its name before the 1st day of July, 1968; or
- (b) an issuer that includes on the outside front cover page of the prospectus a statement, satisfactory to the Director, indicating the nature of the business actually carried on by the issuer. R.R.O. 1980, Reg. 910, s. 70.

PART IV MUTUAL FUNDS

FINANCIAL DISCLOSURE REQUIREMENTS

83.—(1) Every income statement of a mutual fund shall present fairly the results of the operations of the mutual fund for the period covered by the statement and distinguish severally, at least,

- (a) dividend revenue;
- (b) interest revenue;
- (c) every other item of revenue that is 5 per cent or more of total revenue;
- (d) other revenue;
- (e) management fees;
- (f) audit fees;
- (g) directors' fees;
- (h) custodian's fees;
- (i) legal fees;
- (j) salaries, where the amount is 5 per cent or more of total expenses;
- (k) shareholders' or unitholders' information costs, where the amount is 5 per cent or more of total expenses;
- (l) every other item of expense that is 5 per cent or more of total expenses;
- (m) other expenses;
- (n) income before taxes;
- (o) provision for income tax;
- (p) extraordinary gains, losses and provisions for losses;
- (q) net income for the period;
- (r) net income per share or unit for the period based on the average number of shares or units outstanding during the period; and
- (s) net income per share or unit for the immediately preceding period based on the average number of shares or units outstanding during that period.

(2) The notes to an income statement of a mutual fund shall include,

- (a) the basis for calculating the management fee; and

(b) the composition of other expenses and other revenue; and
unless otherwise disclosed in the material of which the income statement forms a part or which it accompanies,

- (c) the services received in consideration of the management fee;
- (d) the services provided to the mutual fund by those to whom salaries were paid;
- (e) where the mutual fund has a management company, and salaries of employees of the management company are allocated to the mutual fund, the basis of and reasons for such allocation;
- (f) the basis of the tax calculation and an explanation of the tax position of the mutual fund; and
- (g) where an unusual change in expenses from period to period is not adequately explained by changes in total assets of the mutual fund, a description and explanation of the unusual change.

(3) In this section,

“management fee” means the total fees paid by the mutual fund for portfolio management, investment advice and other services; and

“other expenses” and “other revenue” means the sum of those items of expense or revenue, other than those referred to in clauses (1) (a), (b), (e), (f), (g), (h) and (i), that individually do not exceed 5 per cent of the total expenses or total revenue of the mutual fund for the period reported upon. R.R.O. 1980, Reg. 910, s. 71.

STATEMENT OF CHANGES IN NET ASSETS

84.—(1) Subject to subsection (2), every statement of changes in net assets shall present fairly the information shown therein for the period covered by the statement and shall show separately at least,

- (a) net assets at the beginning of the period;
- (b) net investment income or loss;
- (c) aggregate proceeds on sale of portfolio securities;
- (d) aggregate cost of portfolio securities owned at the beginning of the period;
- (e) aggregate cost of purchases of portfolio securities;
- (f) aggregate cost of portfolio securities owned at the end of the period;
- (g) aggregate cost of portfolio securities sold;
- (h) realized profit or loss on portfolio securities sold;
- (i) distributions, showing separately the amount out of net investment income and out of realized profits on portfolio securities sold;
- (j) proceeds from securities issued;
- (k) the redemption price of securities redeemed;
- (l) net increase or decrease in unrealized appreciation or depreciation of portfolio securities;
- (m) net assets at the end of the period;
- (n) net asset value per share or unit at the end of the period and

at the end of each of the four immediately preceding periods;

- (o) distribution per share or unit out of net investment income; and
- (p) distribution per share or unit out of realized profits on portfolio securities sold. R.R.O. 1980, Reg. 910, s. 72 (1); O. Reg. 238/81, s. 5 (1, 2).

(2) Items of the nature described in clauses (1) (c), (d), (e), (f), (g), (n), (o) and (p) may be shown by way of a note or schedule to the statement of changes in net assets. R.R.O. 1980, Reg. 910, s. 72 (2); O. Reg. 238/81, s. 5 (3).

BALANCE SHEET

85.—(1) Every balance sheet of a mutual fund shall present fairly the financial position of the mutual fund as at the date at which it is made up and distinguish severally, at least,

- (a) cash, term deposits and, if not included in the statement of investment portfolio, short term debt instruments;
- (b) dividends and accrued interest receivable;
- (c) accounts receivable in respect of shares or units sold;
- (d) accounts receivable in respect of portfolio securities sold;
- (e) every other class of asset that is 5 per cent or more of total assets;
- (f) other assets;
- (g) investments at market value with a notation of their cost;
- (h) total assets;
- (i) accrued expenses;
- (j) liabilities in respect of portfolio securities purchased;
- (k) liabilities in respect of shares or units redeemed;
- (l) income tax payable;
- (m) every other class of liability that is 5 per cent or more of total liabilities;
- (n) other liabilities;
- (o) total liabilities;
- (p) total net assets and shareholders' or unit-holders' equity; and
- (q) net asset value per share or unit.

(2) The notes to a balance sheet of a mutual fund shall include,

- (a) where the basis of computing the cost of investments is other than average cost, a statement of the basis of computing the cost;
- (b) where a mutual fund has outstanding more than one class of shares or units ranking equally against its net assets but differing in other respects, a statement of the differences between the classes, the number of shares or units in each class and the number of shares or units in each class that have been issued and are outstanding; and
- (c) the composition of other assets and other liabilities.

(3) In this section, “other assets” or “other liabilities” means the

sum of those classes of assets or liabilities, as the case may be, that as individual classes do not exceed 5 per cent of the total assets or total liabilities, as the case may be, of the mutual fund at the date reported upon.

(4) Any of the specified classes of assets or liabilities which accounts for less than 5 per cent of the total assets or total liabilities, as the case may be, of the mutual fund at the date reported upon, may be omitted and the relevant amount included in "other assets" or "other liabilities" with an appropriate explanation made by note. R.R.O. 1980, Reg. 910, s. 73.

STATEMENT OF INVESTMENT PORTFOLIO

86.—(1) Every statement of investment portfolio of a mutual fund shall present fairly the following information as at the date to which it is made up:

1. The name of each issuer of securities held.
2. The class or designation of each security held.
3. The number or aggregate face value of each class or designation of securities held.
4. The market value of each class or designation of securities held.
5. The cost of each class or designation of securities held and, where the basis of computing cost is other than average cost, a statement of the basis of computing the cost.

(2) Subsection (1) shall apply to all short term debt instruments held pending the investment of funds but the information referred to in subsection (1) need only be provided in the aggregate with respect to those short term debt instruments that,

- (a) are issued by a bank listed in Schedule I or II to the *Bank Act* (Canada) or by a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*; or
- (b) have achieved an investment rating falling within the highest or next highest categories of every service recognized by the Commission that publishes ratings on the short term debt instruments of the issuer.

(3) The information required by paragraphs 1, 2 and 3 of subsection (1) with respect to securities with an aggregate market value of less than 5 per cent of the total net assets of a mutual fund may be omitted from a statement of investment portfolio of the mutual fund where the securities are included in the statement as "miscellaneous securities" and the information required by paragraphs 4 and 5 of subsection (1) is given for the "miscellaneous securities" in the aggregate.

(4) Where information is omitted from a statement of investment portfolio under subsection (3), the omitted information and the reason for omitting the information shall be included in the next corresponding statement of investment portfolio.

(5) The information required by subsection (1) with respect to securities that are mortgages may be omitted from a statement of investment portfolio of the mutual fund if the following information with respect to mortgages is presented in lieu thereof:

1. The total number of mortgages held.
2. The total market value of mortgages held.
3. The distribution, by reference to number and market value, of mortgages among mortgages insured under the *National Housing Act* (Canada), insured conventional mortgages and uninsured conventional mortgages.
4. The distribution, by reference to number, market value

amortized cost and outstanding principal value, of mortgages among groups representing contractual interest rates varying by no more than $\frac{1}{4}$ of 1 per cent. R.R.O. 1980, Reg. 910, s. 74.

STATEMENT OF PORTFOLIO TRANSACTIONS

87.—(1) Every statement of portfolio transactions of a mutual fund shall present fairly the following information:

1. The name of each issuer of every security purchased or sold during the period reported upon.
2. The class or designation of every security purchased or sold during the period reported upon.
3. The number or aggregate face value, by issuer, of securities of each class or designation purchased during the period reported upon and the total cost of purchasing securities of each such class or designation.
4. The number or aggregate face value, by issuer, of securities of each class or designation sold during the period reported upon and the consideration for selling securities of each such class or designation.

(2) Subsection (1) shall apply to all short term debt instruments held pending the investment of funds but the information referred to in subsection (1) need only be provided in the aggregate with respect to those short term debt instruments held pending the investment of funds that,

- (a) are issued by a bank listed in Schedule I or II to the *Bank Act* (Canada) or by a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*; or
- (b) have achieved an investment rating falling within the highest or next highest categories of every service recognized by the Commission that publishes ratings on the short term debt instruments of the issuer.

(3) Every statement of portfolio transactions shall separate debt securities from securities other than debt securities and shall provide a total for debt securities and a total for other than debt securities.

(4) Where information in respect of securities is omitted from a statement of investment portfolio of a mutual fund under subsection 86 (3), information required in respect of those securities by this section may be omitted from the statement of portfolio transactions of the mutual fund.

(5) Where information is omitted from a statement of portfolio transactions under subsection (4), the omitted information and the reason for omitting the information shall be included in the next corresponding statement of portfolio transactions.

(6) The information required by subsection (1) with respect to securities that are mortgages may be omitted from a statement of portfolio transactions if the following information with respect to mortgages is presented in lieu thereof:

1. The total number of mortgages purchased or sold during the period reported upon.
2. The total cost of mortgages purchased and the total consideration for mortgages sold.
3. The distribution, by reference to number, of mortgages purchased or sold during the period reported upon among mortgages insured under the *National Housing Act* (Canada), insured conventional mortgages and uninsured conventional mortgages.
4. The distribution, by reference to number, of mortgages purchased or sold during the period reported upon among

groups representing contractual interest rates varying by no more than $\frac{1}{4}$ of 1 per cent. R.R.O. 1980, Reg. 910, s. 75.

88. Where applicable, and where the period or date reported on is a financial year or financial year end, the following additional matters shall be referred to in the financial statements or by way of a note to the financial statements:

1. In the case of a mutual fund, the total commission paid to dealers in connection with portfolio transactions for the mutual fund during the period reported upon.
2. In the case of a mutual fund, the total compensation, other than commissions, paid to dealers in connection with portfolio transactions for the mutual fund during the period reported upon and where the figure provided is an estimate, the basis for calculating the compensation, and where compensation to a dealer for the sale of shares or units in the mutual fund includes an allocation of the execution of portfolio transactions to that dealer, the compensation so allocated. R.R.O. 1980, Reg. 910, s. 76.

89.—(1) Subject to subsection (2), every interim financial statement required to be filed under subsection 77 (2) of the Act shall include,

- (a) an income statement;
- (b) a statement of investment portfolio;
- (c) a statement of portfolio transactions; and
- (d) a statement of changes in net assets,

prepared for or as at the end of the period as applicable.

(2) Every interim financial statement required to be filed under subsection 77 (2) of the Act by a mutual fund in Ontario that invests exclusively in the shares or units of another mutual fund shall include,

- (a) an income statement of the other mutual fund;
- (b) a statement of investment portfolio of the other mutual fund;
- (c) a statement of portfolio transactions of the other mutual fund; and
- (d) a statement of changes in net assets of the other mutual fund,

prepared for or as at the end of the period as applicable. R.R.O. 1980, Reg. 910, s. 77.

90. The interim financial statements under subsection 77 (2) of the Act shall present at least the financial information for the current fiscal year to the date to which the financial statements are prepared and, in addition, may include comparative financial information for the corresponding six-month period in the last financial year. R.R.O. 1980, Reg. 910, s. 78.

91. The interim financial statements under section 77 of the Act need not include an auditor's report. R.R.O. 1980, Reg. 910, s. 79.

92.—(1) Subject to subsection (2), the financial statements required to be filed under section 78 of the Act by a mutual fund in Ontario shall include,

- (a) an income statement;
- (b) a balance sheet;
- (c) a statement of investment portfolio;

(d) a statement of portfolio transactions; and

(e) a statement of changes in net assets,

prepared for or as at the end of the period as applicable.

(2) Every financial statement required to be filed under section 78 of the Act by a mutual fund in Ontario that invests exclusively in the shares or units of another mutual fund shall include,

- (a) an income statement of the other mutual fund;
- (b) a balance sheet of the other mutual fund;
- (c) a statement of investment portfolio of the other mutual fund;
- (d) a statement of portfolio transactions of the other mutual fund;
- (e) a statement of changes in net assets of the other mutual fund; and
- (f) a balance sheet of the mutual fund,

prepared for or as at the end of the period as applicable. R.R.O. 1980, Reg. 910, s. 80.

93. Every financial statement required to be filed under section 78 of the Act shall be approved by the board of directors of the reporting issuer and the approval shall be evidenced by the manual or facsimile signatures of two directors duly authorized to signify the approval. R.R.O. 1980, Reg. 910, s. 81.

94.—(1) Despite sections 89 and 92 but subject to subsection (4) of this section, a statement of portfolio transactions may be omitted from any interim or annual financial statements of a mutual fund if a copy of the statement that would otherwise be required to be included therein is filed with the Commission prior to or concurrently with the filing of the financial statements from which that statement has been omitted.

(2) Despite section 54, but subject to subsection (4) of this section, a statement of portfolio transactions may be omitted from a prospectus of a mutual fund if a copy of the statement that would otherwise be required to be included therein is filed with the Commission concurrently with the filing of the prospectus or has previously been filed with the Commission under subsection (1) of this section.

(3) A statement of portfolio transactions filed with the Commission under this section need not be reported upon by an auditor, but shall contain a certificate signed by the chief executive officer and chief financial officer, or the person or persons temporarily carrying out the responsibilities of either of them, that the statement of portfolio transactions presents fairly the required information.

(4) Where a statement of portfolio transactions is omitted from interim or annual financial statements under subsection (1) or from a prospectus under subsection (2), the published financial statements or prospectus shall contain a statement indicating that additional information as to portfolio transactions will be provided without charge on request to a specified address and,

- (a) the omitted information shall be sent promptly and without charge to each person or company that requests it in compliance with the indication; and
- (b) where a person or company requests that such omitted information be sent routinely to that person or company, the request shall be carried out while the information continues to be omitted from subsequent financial statements or prospectuses until the person or company requests, or agrees to, termination of the arrangement. R.R.O. 1980, Reg. 910, s. 82.

95.—(1) Where a trade is made in a security of a mutual fund under a contractual plan that requires that some charges be prepaid but permits other charges to be deducted from first and subsequent instalments, the confirmation of trade required by subsection 36 (3) of the Act shall contain, in addition to the requirements of subsections 36 (1) and (2) of the Act and clause 36 (3) (d) of the Act, the disclosure required by,

- (a) clauses 36 (3) (a) and (b) of the Act in respect of sales, service or other charges or portions thereof that are prepaid; and
- (b) clause 36 (3) (c) of the Act in respect of all sales, service or other charges or any portions thereof to be deducted from subsequent instalments.

(2) The confirmation of a trade made in a security of a mutual fund under a contractual plan shall not have been required to contain the information described in clause 36 (3) (d) of the Act where,

- (a) the contractual plan was entered into prior to the 15th day of September, 1979;
- (b) the holder of the contractual plan, in addition to the holder's rights under section 137 of the Act and to any other rights to which the holder may have been entitled,

- (i) was permitted, at any time within 365 days after the date upon which the contractual plan was entered into, to demand and to receive a refund of the net asset value of the shares or units credited to the holder prior to the date of demand, plus a refund of that portion of sales charges, exclusive of insurance premiums and fees to trustees of registered retirement savings plans, in excess of 30 per cent of an amount equal to payments under the plan scheduled and made prior to the date of demand, but not including voluntary prepayments of instalments, and

- (ii) was provided with as form or letter, approved by the Director, describing rights under section 137 of the Act and under subclause (i) of this clause and setting out a table of sales charges and other information relevant to the decision of the investor as to whether to exercise such rights, which form or letter was to be sent to the investor together with each confirmation other than reinvested dividends or income during the first 365 days after the date upon which the contractual plan was entered into and was also sent to the investor not less than fifteen days and not more than forty-five days prior to the expiry of such 365-day period; or

- (c) the holder of the contractual plan, in addition to rights under section 137 of the Act and to any other rights to which the holder may have been entitled,

- (i) was permitted, at any time within 180 days after the date upon which the contractual plan was entered into, to have and to exercise the rights that would have arisen under section 137 of the Act if the reference to "sixty days" in subsection 137 (1) of the Act had read "180 days", and

- (ii) was provided with a form or letter, approved by the Director, describing rights under section 137 of the Act and under subclause (i) of this clause and setting out a table of sales charges and other information relevant to the decision of the investor as to whether to exercise such rights, which form or letter was to be sent to the investor together with each confirmation other than reinvested dividends or income during the first 180 days after the date upon which the contractual plan was entered into and was also sent to the investor not less than fifteen days and not

more than forty-five days prior to the expiry of such 180-day period. R.R.O. 1980, Reg. 910, s. 83.

(3) Where a customer advises a registered dealer in writing before a trade in a security of a mutual fund of the customer's participation in an automatic payment plan, automatic withdrawal plan or contractual plan that provides for systematic trading in the securities of the mutual fund no less frequently than monthly, the registered dealer shall provide the confirmation of that trade as required by section 36 of the Act, and thereafter during the continued existence of the plan and the customer's participation in the plan, the registered dealer, in lieu of the confirmations of trade required by the said section 36, may send by prepaid mail or deliver to the customer, no less frequently than semi-annually, written summaries of trades containing the information required by the said section 36 to be disclosed to the customer, with respect to all trades of the security of the mutual fund by the customer since the last confirmation or summary of trade was prepared.

(4) A registered dealer who complies with subsection (3) need not comply with clause 36 (1) (d) of the Act if the confirmation or summary of trades contains a statement that the name of the person or company from or to or through whom the security of the mutual fund was bought or sold will be furnished to the customer upon request. O. Reg. 686/85, s. 2.

PART V REGISTRATION REQUIREMENTS

DEFINITIONS

96. In this Part,

"active assets" means money and the market value of assets readily convertible into money;

"adjusted liabilities" means total liabilities plus, where the securities accounts of the registrant are kept on a settlement date basis, any unrecorded securities purchase commitments, minus, without duplication, the sum of,

- (a) cash,
- (b) money on deposit in a client's trust account,
- (c) any amounts deposited by the registrant pursuant to a compensation fund or contingency trust fund established under section 110,
- (d) the cash surrender value of life insurance where the registrant is the beneficiary,
- (e) the market value of any securities that the registrant owns or has contracted to purchase, and that, in either case, have a margin rate of 5 per cent or less,
- (f) interest accrued to the registrant in respect of the securities referred to in clause (e),
- (g) the sales price of securities for which the registrant has a sales commitment to a financial institution,
- (h) any debit balances with any financial institution, and
- (i) the market value of securities that have a margin rate of 5 per cent or less included in,

- (i) non-segregated accounts of clients, partners, shareholders, dealers, or

- (ii) held as collateral for secured loans receivable,

not exceeding the debit balance of the account or the secured loan receivable;

“anniversary date” means the day and month on which the current registration or renewal of registration was granted, but where any doubt exists, such date shall be determined by the Director;

“Canadian Investment Finance Course” means a course prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

“Canadian Investment Funds Course” means a course prepared and conducted by the Education Division of The Investment Funds Institute of Canada and so designated by that Institute;

“Canadian Securities Course” means a course prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

“capital” means money raised through the issuance of shares, certificates, bonds, debentures, long-term notes or any other long-term obligation, contributed or earned surplus and reserves;

“Chartered Financial Analysts Course” means a course prepared and conducted by the Institute of Chartered Financial Analysts and so designated by that Institute;

“client’s trust account” means a trust account maintained by a registrant with a bank listed in Schedule I or II to the *Bank Act* (Canada) or a trust corporation registered under the *Loan and Trust Corporations Act* or substantially similar laws of Canada or one of its provinces or territories and designated as a client’s trust account;

“financial institution” means,

- (a) the Government of Canada, the government of any province or territory of Canada, any municipal corporation, Crown corporation or public board or commission in Canada,
- (b) the Bank of Canada, a bank listed in Schedule I or II to the *Bank Act* (Canada), any Quebec savings bank, and the pension funds of such banks,
- (c) a trust corporation or insurance company if the company is licensed to do business in Canada and has a minimum paid up capital and surplus of \$5,000,000, and the pension funds of such companies,
- (d) a credit union or credit union league with a minimum paid up capital and surplus of \$5,000,000,
- (e) a mutual fund with net assets of \$5,000,000, and
- (f) a company, other than a dealer, having a minimum net worth of \$25,000,000 on the last audited balance sheet, where the balance sheet is available for inspection by the Commission and any trustee pension plan of such a company;

“free credit balances” includes money received from, or held for the account of, clients by a registrant,

- (a) for investment pending the investment and payment for securities purchased by the clients from or through the registrant where the registrant does not own such securities at the time of purchase or has not purchased them on behalf of the client, pending the purchase thereof by the registrant, and
- (b) as proceeds of securities purchased from clients or sold by the registrant for the account of clients where securities have been delivered to the registrant but payment has not been made pending payment of such proceeds to the clients;

“liquid capital” means the amount by which active assets exceed the sum of,

- (a) total liabilities, and
- (b) where the securities accounts of the registrant are recorded on a settlement date basis, any net loss on offsetting future purchase and sales commitments of securities,

and the amount of liquid capital may be increased by adding,

- (c) the loan value of any securities delivered pursuant to a subordinated loan agreement in the form prescribed by the Commission that are not included in the accounts,
- (d) non-current liabilities fully secured by mortgages on real estate owned by the registrant, and
- (e) obligations for outstanding instalments due to natural resource companies whose securities the registrant is in the process of distributing or distributing to the public under prospectus filed with the Commission;

“loan value” means the market value of securities less the applicable margin requirements;

“margin”, “margin agreement”, “margin deficiency”, “margin rate” and “margin requirements” mean,

- (a) subject to clause (b), the provisions in that regard determined pursuant to the by-laws of The Toronto Stock Exchange, or
- (b) where used with respect to commodity futures contracts, or cash commodities, the provisions in that regard prescribed under the *Commodity Futures Act*;

“market value” where used with respect to,

- (a) a commodity futures contract means the settlement price on the relevant date or last trading day prior to the relevant date,
- (b) a security means,
 - (i) where the security is listed and posted for trading on a stock exchange,
 - (A) the bid price, or
 - (B) if the security is sold short, the ask price,

as shown on the exchange quotation sheets as of the close of business on the relevant date or last trading date prior to the relevant date, as the case may be, subject to an appropriate adjustment where an unusually large or unusually small quantity of securities is being valued, or

- (ii) where the security is not listed and posted for trading on a stock exchange, a value determined in accordance with section 97;

“minimum free capital” means the applicable amount determined in accordance with section 107;

“net free capital” means liquid capital after deducting,

- (a) the amount required to provide full margin for,
 - (i) cash commodities, other than in respect of securities, owned by the registrant,
 - (ii) firm commodity futures trading accounts, and

(iii) securities owned by the registrant and securities sold short by the registrant,

(b) the amount sufficient to provide for any margin deficiencies on,

(i) secured loans receivable,

(ii) clients' accounts in respect of commodity futures,

(iii) joint accounts after excluding any interest of any member of The Toronto Stock Exchange, the Investment Dealers' Association of Canada and any financial institution,

(iv) accounts of partners and shareholders,

(v) accounts of clients and dealers, except,

(A) cash settlement accounts with any member of The Toronto Stock Exchange, The Montreal Stock Exchange, The Vancouver Stock Exchange, The Alberta Stock Exchange, The New York Stock Exchange, The American Stock Exchange and the Investment Dealers' Association of Canada,

(B) accounts with a financial institution, and

(C) cash settlement accounts that have not been outstanding more than ten days past the normal settlement date, where the shares have been available for delivery, and not more than twenty-one days past the normal settlement date in any other case,

(vi) secured loans payable by the registrant if the collateral is held by other than the registrant or a financial institution,

(vii) where the securities accounts of the registrant are kept on a settlement date basis, future purchase and sales commitments not included in the calculation of liquid capital, and

(viii) any other liquid capital items;

"Partners', Directors' and Senior Officers' Qualifying Examination" means an examination prepared and conducted by the Canadian Securities Institute and so designated by that Institute;

"Registered Representative Examination" means an examination based on the Manual for Registered Representatives that has been prepared and is conducted by the Canadian Securities Institute and so designated by that Institute;

"total liabilities" means all liabilities including,

(a) adequate provision for income taxes, and

(b) other accruals,

but excluding,

(c) debts the payment of which is postponed in favour of other creditors pursuant to a subordination agreement in a form approved by the Commission, and

(d) deferred income taxes relating to nonactive assets;

"working capital" means the excess of current assets over current liabilities. R.R.O. 1990, Reg. 910, s. 84; O. Reg. 649/82, s. 1; O. Reg. 345/87, s. 3.

MARKET VALUE

97.—(1) Subject to subsections (2), (3) and (4), the market value of a security not listed and posted for trading on a stock exchange shall be determined by assigning a reasonable value on the basis of values shown on published market reports or inter-dealer quotation sheets on the relevant date or last trading day prior to the relevant date.

(2) The registrant may vary a value from that shown on published market reports or inter-dealer quotation sheets where, in light of all the circumstances, some other value would be more appropriate.

(3) The Director may require that a different value from that determined under subsection (1) or (2) be assigned, where in light of all the circumstances, some other value would be more appropriate.

(4) Where no published market report or interdealer quotation sheet exists with respect to the security, the security shall be assigned a market value of zero unless the Director agrees otherwise. R.R.O. 1980, Reg. 910, s. 85.

CATEGORIES OF REGISTRATION

98. Every person or company that is required to register as a dealer shall be registered and classified into one or more of the following categories:

1. Broker, being a person or company that is registered to trade in securities in the capacity of an agent or principal, which person or company is a member of a stock exchange in Ontario recognized by the Commission.
2. Financial intermediary dealer, being a financial intermediary that is registered solely for the purpose of trading in securities in accordance with section 209.
3. Foreign dealer, being a person or a company that is registered solely for the purpose of trading in securities in accordance with section 210.
4. International dealer, being a person or company that is registered solely for the purpose of trading in securities in accordance with section 208.
5. Investment dealer, being a person or company that is a member, branch office member or associate member of the Ontario District of the Investment Dealers' Association of Canada, which person or company engages in the business of trading in securities in the capacity of an agent or principal.
6. Limited market dealer, being a person or company that is registered solely for the purpose of trading in securities in accordance with section 207.
7. Mutual fund dealer, being a person or company that is registered solely for the purpose of trading in the shares or units of mutual funds.
8. Scholarship plan dealer, being a person or company that is registered solely for the purpose of trading in securities of a scholarship or educational plan or trust.
9. Securities dealer, being a person or company that is registered for trading in securities and engages in the business of trading in securities in the capacity of an agent or principal.
10. Security issuer, being an issuer that is registered for trading in securities for the purpose of distributing securities of its own issue solely for its own account. O. Reg. 345/87, s. 4, *part*.

99. Every person or company that is required to register as an

adviser shall be registered and classified into one or more of the following categories:

1. Financial advisers, being persons or companies that engage in or hold themselves out as engaging in the business of advising others as to investing in or the buying or selling of securities on a basis that does not require their classification in another category of adviser.
2. Investment counsel, being persons or companies that engage in or hold themselves out as engaging in the business of advising others as to the investing in or the buying or selling of specific securities or that are primarily engaged in giving continuous advice as to the investment of funds on the basis of the particular objectives of each client.
3. Portfolio managers, being persons or companies that are registered for the purpose of managing the investment portfolio of clients through discretionary authority granted by one or more clients.
4. Securities advisers, being persons or companies that hold themselves out as engaging in the business of advising others either through direct advice or through publications or writings, as to the investing in or the buying or selling of specific securities, not purporting to be tailored to the needs of specific clients. O. Reg. 345/87, s. 4, *part*.

100.—(1) Every broker, investment dealer or securities dealer shall be deemed to have been granted registration as an underwriter.

(2) Every mutual fund dealer, scholarship plan dealer and security issuer shall be deemed to have been granted registration as an underwriter for the purpose of distributing the securities in which it is registered to trade.

(3) Every limited market dealer, international dealer, financial intermediary dealer and foreign dealer shall be deemed to have been granted registration as an underwriter for the purposes of a distribution which it is authorized to make by section 207, 208, 209 or 210, as the case may be. O. Reg. 345/87, s. 4, *part*.

101.—(1) Where section 148 is applicable and has been complied with, this Part as it relates to a portfolio manager does not apply to a broker or investment dealer acting as a portfolio manager.

(2) This Part applies to portfolio managers where they act as investment counsel. R.R.O. 1980, Reg. 910, s. 89.

CONDITIONS OF REGISTRATION—GENERAL

102. No registration or renewal of registration shall be granted unless the applicant has complied with the applicable requirements of this Regulation at the time of the granting of the registration or renewal of registration. O. Reg. 345/87, s. 5, *part*.

103. Each registrant shall comply with the applicable requirements of this Regulation. O. Reg. 345/87, s. 5, *part*.

104.—(1) A registrant who is a registered dealer, underwriter or adviser or a partner or officer of a registered dealer, underwriter or adviser and who proposes to acquire directly or indirectly, beneficial ownership of or control or direction over any security of any other registered dealer, underwriter or adviser, at least thirty days before the acquisition, shall give written notice to the Director providing all relevant facts to permit the Director to determine if the acquisition,

- (a) is likely to give rise to conflicts of interest;
- (b) is likely to hinder a registrant in complying with the conditions of registration applicable to it;
- (c) is inconsistent with an adequate level of investor protection; or

(d) is otherwise prejudicial to the public interest.

(2) If, within thirty days of the receipt of a notice under subsection (1), the Director gives a written notice of objection to the registrant, the registrant shall not make the acquisition until the Director approves it.

(3) The registrant, following receipt of a notice of objection under subsection (2), may request the Director to hold a hearing on the matter.

(4) Subsection (1) does not apply to,

- (a) a partner or officer of a registered dealer, underwriter or adviser who, alone or in combination with any other person or company, proposes to acquire securities that, together with the securities already beneficially owned or over which control or direction is already exercised, do not exceed more than 5 per cent of any class or series of securities of any other registered dealer, underwriter or adviser that are listed and posted for trading on a stock exchange in or outside Canada;
- (b) an acquisition by a financial intermediary dealer or its officers or an acquisition of securities of a financial intermediary dealer;
- (c) an acquisition by an international dealer of securities of a dealer that is its only registered subsidiary; or
- (d) an acquisition by a registered dealer or underwriter in the ordinary course of its business of trading in securities. O. Reg. 345/87, s. 5, *part, revised*.

105. The Commission may prescribe conditions of registration for a registrant or group of registrants that are in lieu of some or all of the conditions of registration prescribed in sections 108 to 123, sections 125 to 127 and sections 139 to 147, where it gives prior notice of the proposed conditions to registrants affected and affords the registrant an opportunity to be heard and the Commission publishes notice in a publication published by the Commission of each instance when it so prescribes. R.R.O. 1980, Reg. 910, s. 93.

106. Every registered dealer that is a reporting issuer shall comply with the applicable conditions of registration under the Act and this Regulation. R.R.O. 1980, Reg. 910, s. 94.

CONDITIONS OF REGISTRATION—CAPITAL REQUIREMENTS

107.—(1) Subject to subsection (2), every dealer, other than a securities issuer, shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 108, plus the greater of,

- (a) \$25,000; and
- (b) an amount equal to the sum of 10 per cent of the first \$2,500,000 of adjusted liabilities, 8 per cent of the next \$2,500,000 of adjusted liabilities, 7 per cent of the next \$2,500,000 of adjusted liabilities, 6 per cent of the next \$2,500,000 of adjusted liabilities and 5 per cent of adjusted liabilities in excess of \$10,000,000.

(2) Every dealer, other than a securities issuer, who is also registered as a futures commission merchant under the *Commodity Futures Act*, shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 108 and under the corresponding provision under the *Commodity Futures Act*, plus the greater of,

- (a) \$75,000 of net free capital calculated in accordance with Form 9; and

- (b) the amount calculated in accordance with clause 14 (1) (b) of Regulation 90 of Revised Regulations of Ontario, 1990, subject to subsection 14 (2) thereof.

(3) Every adviser shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy required under section 108 plus \$5,000 of working capital calculated in accordance with generally accepted accounting principles or such greater amount as the Director considers necessary where the adviser exercises control over clients' funds or securities. R.R.O. 1980, Reg. 910, s. 95 (1-3).

(4) Subsection (3) does not apply to an adviser who provides written or published advice if the adviser exercises no control over clients' funds or securities and if no investment advice is or purports to be tailored to the needs of specific clients. O. Reg. 686/85, s. 3.

(5) Every underwriter shall maintain a minimum free capital of the maximum amount, if any, that is deductible under any clause of the bonding or insurance policy, required under section 108 plus \$10,000 of net free capital calculated in accordance with Form 9.

(6) In clause (1) (a), \$25,000 means,

- (a) where it applies to a mutual fund dealer or a scholarship plan dealer, \$25,000 of working capital calculated in accordance with generally accepted accounting principles; and
- (b) where it applies to any other category of dealer other than a securities issuer, \$25,000 of net free capital calculated in accordance with Form 9. R.R.O. 1980, Reg. 910, s. 95 (4, 5).

108.—(1) Except where the Director is satisfied in a particular case that reduced or no coverage would not be prejudicial to the public interest, every dealer, other than a mutual fund dealer and a security issuer, shall maintain bonding or insurance, by means of a broker's blanket bond on terms acceptable to the Director, in an amount of not less than \$200,000, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4).

(2) Every mutual fund dealer shall maintain bonding or insurance, on terms acceptable to the Director,

- (a) for employees in an amount not less than \$50,000 for each employee, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4);
- (b) for itself in an amount to be determined by the Director.

(3) Except where the Director is satisfied in a particular case that reduced or no coverage would not be prejudicial to the public interest, every security issuer, every adviser and every underwriter shall maintain bonding or insurance, on terms acceptable to the Director, in an amount of not less than \$10,000, or such larger amount as is indicated to be necessary by the resolution referred to in subsection (4).

(4) Every person or company applying for registration or renewal of registration as a dealer, adviser or underwriter shall deliver to the Director, with the application, a certified copy of a resolution of its directors stating that full consideration has been given to the amount of bonding or insurance necessary to cover insurable risks in the business of the applicant and that either,

- (a) the minimum amount of coverage required by this Regulation is sufficient; or
- (b) the minimum amount of coverage required by this Regulation is not sufficient but that an indicated amount of coverage would be sufficient.

(5) No registration or renewal of registration shall be granted where in the opinion of the Director the minimum amount of bonding or insurance required by this Regulation or, where a larger

amount is indicated in a certified copy of a resolution referred to in subsection (4), the amount stated in the resolution, is not sufficient.

(6) The Director may exempt registrants who are members of the Ontario District of the Investment Dealers' Association of Canada, The Toronto Stock Exchange or the Broker-Dealers' Association of Ontario from compliance with subsection (4) where the Director is satisfied that the registrant is subject to requirements imposed by one of those organizations that provide at least equal protection for clients to that under subsection (4). R.R.O. 1980, Reg. 910, s. 96.

109. Every registrant shall forthwith notify the Commission in writing of any change in, or claim made under, the provisions of any bond or insurance policy maintained pursuant to the requirements of this Part. R.R.O. 1980, Reg. 910, s. 97.

110.—(1) Every dealer, other than a security issuer, shall participate in a compensation fund or contingency trust fund approved by the Commission and established by an organization referred to in section 20 of the Act or a trust corporation registered under the *Loan and Trust Corporations Act*.

(2) The Commission may vary the amount required to be contributed by any participant where in its opinion it would not be prejudicial to the public interest to do so, provided that the variation is published by the Commission in a publication published by it prior to the variation taking effect. R.R.O. 1980, Reg. 910, s. 98.

111. At the request of the Commission, a registrant shall enter into a subordination agreement in the form prescribed by the Commission. R.R.O. 1980, Reg. 910, s. 99.

112. The financial statements and reports required under sections 139 to 142 shall be reported upon by a person, acceptable to the Commission, who is the auditor of the registrant or is an accountant eligible for appointment as the auditor. R.R.O. 1980, Reg. 910, s. 100.

CONDITIONS OF REGISTRATION—RECORD KEEPING

113.—(1) Every registrant shall maintain books and records necessary to record properly its business transactions and financial affairs.

(2) All records may be kept by means of mechanical, electronic or other devices where such method of record keeping is not prohibited under other applicable legislation and the registrant,

- (a) takes adequate precautions, appropriate to the means used, to guard against the risk of falsification of the information recorded; and
- (b) provides a means for making the information available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the records.

(3) Without restricting the generality of subsection (1), a registrant shall maintain each of the following books and records that, in the opinion of the Director, are appropriate to its business:

1. Blotters, or other records of original entry, containing an itemized daily record of all purchases and sales of securities, all receipts and deliveries of securities, including certificate numbers, all receipts and disbursements of cash, all other debits and credits, the account for which each transaction was effected, the name of the securities, the class or designation of the securities, the number or value of the securities, the unit and aggregate purchase or sale price, if any, the trade date and the name or other designation of the person from whom the securities were purchased or received or to whom they were sold or delivered.
2. Ledgers or other records maintained in detail reflecting all the assets and liabilities, income and expense and capital accounts.

3. Ledger accounts or other records itemizing separately for each cash and margin account of every client, all purchases, sales, receipts, and deliveries of securities and commodities for the account and all other debits and credits to the account.
 4. Ledgers or other records reflecting,
 - i. securities in transfer,
 - ii. dividends and interest received,
 - iii. securities borrowed and securities loaned,
 - iv. money borrowed and money loaned, together with a record of the collateral therefor and any substitutions in the collateral, and
 - v. securities which the registrant has failed to receive and failed to deliver.
 5. A securities record or ledger showing separately for each security as of the trade date or settlement date all long and short positions, including securities in safekeeping, carried for the registrant's account or for the account of clients, the location of all securities long and the position offsetting securities sold short and, in all cases, the name or designation of the account in which each position is carried.
 6. An adequate record of each order and of any other instruction, which may be a copy of the order or instruction, given or received for the purchase or sale of securities, whether executed or unexecuted, showing,
 - i. the terms and conditions of the order or instruction and of any modification or cancellation of the order or instruction,
 - ii. the account to which the order or instruction relates,
 - iii. where the order or instruction is placed by an individual other than,
 - A. the person in whose name the account is operated, or
 - B. an individual duly authorized to place orders or instructions on behalf of a customer that is a company,

the name, sales number or designation of the individual placing the order or instruction,
 - iv. the time of the entry of the order or instruction, and, where the order is entered pursuant to the exercise of discretionary power of a registrant or any employee of a registrant, a statement to that effect,
 - v. the price at which the order or instruction was executed, and
 - vi. to the extent feasible, the time of execution or cancellation.
 7. Copies of confirmations or other records of all purchases and sales of securities required by section 36 of the Act and copies of notices of all other debits and credits of securities, cash and other items for the accounts of clients.
 8. Subject to subsection 114 (4), a client record in respect of each cash and margin account containing,
 - i. the name and address of the beneficial owner and the guarantor, if any, of the account,
 - ii. where trading instructions are accepted from a person or company other than the client, written authorization or ratification from the client naming the person or company, and
 - iii. in the case of a margin account a properly executed margin agreement containing the signature of the owner and the guarantor, if any, and the additional information obtained pursuant to the requirements of sections 114 and 115,

but, in the case of a joint account or an account of a corporation, such records are required only in respect of the person or persons authorized to transact business for the account.
 9. A record of all puts, calls, spreads, straddles and other options in which the registrant has any direct or indirect interest or which the registrant has granted or guaranteed, containing at least an identification of the security and the underlying security and the number of underlying securities to which the put, call, spread, straddle or other option relates.
 10. A record of the proof of money balances of all ledger accounts in the form of trial balances and a record of a reasonable calculation of minimum free capital, adjusted liabilities and capital required, prepared for each month within a reasonable time after the month.
- (4) Unless otherwise required by applicable legislation to be maintained for a longer period of time,
 - (a) records relating to unexecuted orders or instructions as prescribed in paragraph 6 of subsection (3) and confirmations prescribed in paragraph 7 of the said subsection (3), shall be maintained for a period of at least two years; and
 - (b) documents relating to executed orders or instructions as prescribed in paragraph 6 of subsection (3), shall be maintained for a period of at least five years and shall be retained in a readily accessible location for the first two years of that five year period.
 - (5) Subject to subsection (6), every registrant shall maintain the situs of its books and records in Ontario.
 - (6) Where the head office of the registrant is not in Ontario, the registrant shall maintain in Ontario such books and records as are necessary to record properly its business transactions and financial affairs in Ontario. R.R.O. 1980, Reg. 910, s. 101.
- CONDITIONS OF REGISTRATION—NEW ACCOUNTS AND SUPERVISION
- 114.—(1)** Every registered dealer and adviser shall establish procedures for dealing with its clients that conform with prudent business practice and that enable it to service its clients adequately and shall take whatever steps are necessary or appropriate to supervise such procedures properly.
- (2) Brokers and investment dealers may comply with this section by following the guidelines published from time to time by The Toronto Stock Exchange and the Investment Dealers' Association of Canada, if the guidelines are submitted to the Commission before they are to take effect, and the Commission does not object to them.
- (3) The procedures referred to in subsection (1) shall be in writing and designate a partner or director or, in the case of a branch office, a manager reporting directly to the designated partner or director, who shall be responsible for approving the opening of new accounts and the supervision of trades made for or to that client.
- (4) For the purposes of subsection (1), but without limiting the requirements of that subsection and subject to subsection (7), each

dealer, investment counsel and portfolio manager shall make such enquiries as,

- (a) will enable it to establish the identity and, where applicable, the credit worthiness of each client, and the reputation of the client if information known to the dealer, investment counsel or portfolio manager, causes doubt as to whether the client is of good reputation; and
- (b) subject to subsection (5), are appropriate in view of the nature of the client's investment and of the type of transaction being effected for its account, as to the general investment needs and objectives of each client and the suitability of a proposed purchase or sale for that client.

(5) Clause (4) (b) does not apply to a dealer who executes a trade on the instructions of an investment counsel, portfolio manager, another dealer, a bank listed in Schedule I or II to the *Bank Act* (Canada), a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or an insurance company licensed under the *Insurance Act*.

(6) For the purposes of complying with the requirements of this section as to obtaining appropriate information concerning new clients, use of a form in accordance with the published requirements of the Commission in a publication published by it is sufficient, but other forms or procedures may be used where they are more appropriate.

(7) Despite subsections (1) and (3), where an account is opened and traded by an investment counsel or portfolio manager on behalf of a client or clients,

- (a) where the investment counsel or portfolio manager executes orders in its own name or identifies its client or clients by means of a code or symbols the dealer must satisfy itself as to the credit worthiness of the investment counsel or portfolio manager but shall not otherwise have any responsibility for the suitability of any trade for the client or clients of the investment counsel or portfolio manager; and
- (b) where the investment counsel or portfolio manager executes orders in the name of its client with no agreement that payment of the account is guaranteed by the investment counsel or portfolio manager the dealer shall,
 - (i) obtain full information concerning the client with a view to determining the credit worthiness of the client, or
 - (ii) obtain a letter of undertaking from the investment counsel or portfolio manager and the letter shall refer to the familiarity of the investment counsel or portfolio manager with applicable rules of account supervision and the letter shall contain a covenant to make the investigation contemplated by such rules and to advise, where known, if the client is an insider or an employee, director or officer of a company or a partner in a firm engaged in the securities business,

but the dealer shall not have responsibility for determining the suitability of any trade for the client. R.R.O. 1980, Reg. 910, s. 102.

115.—(1) Every investment counsel shall maintain standards directed to ensuring fairness in the allocation of investment opportunities among the investment counsel's clients and a copy of the policies established shall be furnished to each client and filed with the Commission.

(2) Every investment counsel shall charge clients directly for the investment counsel's services and such charge may be based upon the dollar value of the client's portfolio, but not on the value or volume of the transactions initiated for the client and, except with the written

agreement of the client, shall not be contingent upon profits or performance.

(3) Subject to subsection (4), every investment counsel shall ensure that,

- (a) the account of each client is supervised separate and distinct from other clients; and
- (b) except in the case of mutual funds or pension funds, an order placed on behalf of one account is not pooled with that of another account.

(4) A portfolio manager shall ensure that the account of each client is supervised, separate and distinct from other clients but, subject to the by-laws of The Toronto Stock Exchange with respect to commission rate structure, an order placed on behalf of one account may be pooled with that of another account.

(5) Where there has been a material change in the ownership or control of the investment counsel or where it is proposed that an investment counsel sell or assign the account of a client in whole or in part to another registrant, the investment counsel shall, prior to such sale or assignment and immediately after such material change, give a written explanation to the client of the proposal or change and shall inform the client of the client's right to withdraw the client's account.

(6) No purchase or sale of any security in which an investment counsel or any partner, officer or associate of an investment counsel has a direct or indirect beneficial interest shall be made from or to any portfolio managed or supervised by the investment counsel. R.R.O. 1980, Reg. 910, s. 103.

CONDITIONS OF REGISTRATION—SEGREGATION OF FUNDS AND SECURITIES

116.—(1) Securities that are held by a registrant for a client pursuant to a written safekeeping agreement and that are unencumbered shall be kept apart from all other securities and be identified as being held in safekeeping for a client in the registrant's security position record, client's ledger and statement of account.

(2) Securities held under subsection (1) may be released only on an instruction from the client and not solely because the client has become indebted to the registrant. R.R.O. 1980, Reg. 910, s. 104.

117.—(1) Securities held by a registrant for a client that are unencumbered and that are either fully paid for or are excess margin securities but that are not held pursuant to a written safekeeping agreement shall be,

- (a) segregated and identified as being held in trust for the client; and
- (b) described as being held in segregation on the registrant's security position record, client's ledger and statement of account.

(2) Segregated securities may be used by the registrant, by sale or loan, whenever a client becomes indebted to a registrant but only to the extent reasonably necessary to cover the indebtedness.

(3) Bulk segregation of securities described in subsection (1) is permissible. R.R.O. 1980, Reg. 910, s. 105.

118. Clients' free credit balances, where satisfactory arrangements concerning bonding or insurance have not been made and approved by the Commission, shall be deposited in a client's trust account and properly identified forthwith upon their receipt by the registrant. R.R.O. 1980, Reg. 910, s. 106.

119. Subscriptions or prepayments held pending investment by mutual fund dealers, securities advisers or investment counsel shall be segregated in a trust account and not commingled with the assets of the dealer, adviser or counsel. R.R.O. 1980, Reg. 910, s. 107.

120.—(1) Where a registrant maintains a securities account and a commodity futures account for the same client and where the securities account contains a free credit balance and the commodity futures account contains a debit balance of \$5,000 or more, the registrant shall transfer to the commodity futures account as much of the free credit balance in the securities account as is necessary to eliminate or, if the free credit balance is less than the debit balance, to reduce to the greatest extent possible the debit balance in the commodity futures account.

(2) Subsection (1) does not apply to a registrant in respect of a client's securities and commodity futures accounts where the client has directed the registrant, in writing or orally, if subsequently confirmed in writing,

- (a) to transfer an amount that is less than the amount otherwise required to be transferred under that subsection; or
- (b) not to transfer any amount,

from the securities account to the commodity futures account.

(3) For the purposes of this section, "free credit balance" does not include money in a client's securities account that is committed to be used on a specific settlement date as payment for securities where the registrant who maintains the securities account prepares financial statements on a settlement date basis. O. Reg. 224/81, s. 1, *part*.

121. A registrant who maintains a securities account and a commodity futures account for the same client may make a transfer of any amount of a free credit balance from the securities account to the commodity futures account of the client if,

- (a) the transfer is made in accordance with a written agreement between the registrant and the client; and
- (b) the transfer is not a transfer referred to in section 120. O. Reg. 224/81, s. 1, *part*.

122. The Director may exempt registrants who are members of the Ontario District of the Investment Dealers' Association of Canada or The Toronto Stock Exchange from compliance with sections 115 to 121 where the Director is satisfied that the registrant is subject to requirements imposed by one or both of those organizations that provide protection for clients at least equal to that under the said sections 116 to 121. R.R.O. 1980, Reg. 910, s. 108; O. Reg. 224/81, s. 2.

CONDITIONS OF REGISTRATION—STATEMENTS OF ACCOUNT AND PORTFOLIO

123.—(1) Subject to subsection (5), a dealer shall send a statement of account to each client at the end of each month in which the client has effected a transaction, where there is a debit or credit balance or securities held.

(2) Subject to subsection (5), where a client has not effected a transaction but there are either funds or securities held by the dealer on a continuing basis, the dealer shall forward a statement of account to the client showing any debit or credit balance and the details of any securities held or owned not less than once every three months.

(3) The Director may vary subsections (1) and (2) as they apply to any dealer.

(4) The statements required by subsections (1) and (2) must list the securities held for the client and indicate clearly which securities are held for safekeeping or in segregation.

(5) A mutual fund dealer is not required to comply with subsections (1) and (2) where a statement of account is sent to each client not less frequently than once every twelve months, showing the number and market value at the date of purchase or redemption of securities purchased or redeemed during the period since the date of the last statement sent under this subsection and showing the total mar-

ket value of all securities of the mutual fund held by the client at the date of the statement.

(6) Except where the client has expressly directed otherwise, every portfolio manager shall send to each client not less than once every three months, a statement of the portfolio of such client under the portfolio manager's management. R.R.O. 1980, Reg. 910, s. 109.

CONDITIONS OF REGISTRATION—PROFICIENCY REQUIREMENTS

124.—(1) Subject to subsection (2), no individual shall be granted registration as a salesperson of a registered dealer unless the individual has been registered previously as a dealer or a partner or officer of a dealer or has successfully completed the Canadian Securities Course.

(2) Despite subsection (1), an individual may be granted registration as a salesperson of a registered mutual fund dealer if the individual has successfully completed the Canadian Investment Funds Course.

(3) In addition to the requirements of subsection (1), no individual shall be granted registration as a salesperson with a broker or investment dealer unless the individual has been registered previously as a salesperson or has successfully completed the Registered Representatives Examination.

(4) No individual shall be granted registration as a securities adviser or as a partner or officer of a registered securities adviser unless the individual has successfully completed the Canadian Securities Course and Canadian Investment Finance Course and has established to the satisfaction of the Director that the individual has performed research involving the financial analysis of investments for at least five years under the supervision of an adviser.

(5) No individual shall be granted registration as an investment counsel or as a partner or officer of a registered investment counsel unless the individual has successfully completed the Canadian Securities Course, the Canadian Investment Finance Course and the first year of the Chartered Financial Analysts Course, and has been employed for at least five years performing research involving the financial analysis of investments with at least three of those years under the supervision of an adviser having the responsibility for the management or supervision of investment portfolios having an aggregate value of not less than \$1,000,000.

(6) No individual shall be granted registration as a broker, investment dealer or securities dealer or as a partner or an officer of such dealers unless the individual has successfully completed the Partners', Directors' and Senior Officers' Qualifying Examination. R.R.O. 1980, Reg. 910, s. 110, *revised*.

125.—(1) No person, other than an individual, or company shall be granted registration as a partner or officer of a registered securities adviser unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the adviser has successfully completed the Canadian Securities Course and the Canadian Investment Finance Course and has established to the satisfaction of the Director that he or she has performed research involving the financial analysis of investments for at least five years under the supervision of an adviser.

(2) No person, other than an individual, or company shall be granted registration as a partner or officer of a registered investment counsel unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the investment counsel has successfully completed the Canadian Securities Course, the Canadian Investment Finance Course and the first year of the Chartered Financial Analysts Course and has been employed for at least five years performing research involving the financial analysis of investments with at least three of those years under the supervision of an adviser having the responsibility for the management or supervision

of investment portfolios having an aggregate value of not less than \$1,000,000.

(3) No person, other than an individual, or company shall be granted registration as a broker, investment dealer or securities dealer, or as a partner or officer of the dealer unless the person or an individual employed by the person or company and responsible for discharging the obligations of the person or company as a partner or officer of the registered dealer has successfully completed the Partners', Directors' and Senior Officers' Qualifying Examination. R.R.O. 1980, Reg. 910, s. 111.

126. Despite sections 124 and 125, where the Director is satisfied that a person or company has the educational qualifications and experience that are equivalent to what is required in those sections, the Director may, subject to such terms and conditions as the Director may impose, exempt the person or company from such sections. R.R.O. 1980, Reg. 910, s. 112.

127.—(1) Subject to subsection (2), no individual shall be granted registration or renewal of registration as a salesperson unless the individual is employed full-time as a salesperson.

(2) Subsection (1) does not apply to an individual granted registration or renewal of registration where,

- (a) the individual is a part-time student enrolled in a business, commercial or financial course;
- (b) the individual is a full-time student enrolled in a business, commercial or financial course and satisfies the Director that he or she has a present intention of continuing a career in the investment business;
- (c) the individual is otherwise employed for six months or less during the calendar year and while so employed is not employed as a salesperson;
- (d) the individual is carrying on a hobby, recreational or cultural activity which in the opinion of the Director will not interfere with the individual's duties and responsibilities as a salesperson;
- (e) in the case of a salesperson employed by a mutual fund dealer, the area in which the individual is to be employed is in the opinion of the Director so remote and sparsely populated that full-time employment as a salesperson is not economically feasible;
- (f) the individual holds a licence as an insurance agent under the *Insurance Act* or a licence as an investment contract sales agent under the *Investment Contracts Act* and is in the employ or under the sponsorship of the dealer who proposes to employ the individual;
- (g) with the written consent of the dealer employing the individual and the Director, the individual is employed outside normal working hours and there is no conflict of interest arising from the individual's duties as a salesperson and the individual's outside employment;
- (h) the individual is carrying on an activity which in the opinion of the Director and the employer will not in the circumstances interfere with his or her duties and responsibility as a salesperson and there is no conflict of interest arising from the individual's duties as a salesperson and his or her outside activity; or
- (i) the individual is registered under the *Commodity Futures Act*. R.R.O. 1980, Reg. 910, s. 113.

CONDITIONS OF REGISTRATION—LISTED AND POSTED SECURITIES

128.—(1) A registered dealer shall not purchase or sell a security that is listed and posted for trading on any stock exchange in Canada

other than through the facilities of such a stock exchange if the security would be a COATS security except for the fact that it is so listed and posted.

(2) In subsection (1), "COATS security" means a COATS security as defined in section 152. O. Reg. 214/86, s. 1.

APPLICATION FOR REGISTRATION

129. Unless the Director permits or requires otherwise,

- (a) an applicant for registration as a dealer, adviser or underwriter, or any combination thereof shall complete and execute Form 3 and an applicant for registration as an adviser shall file together with Form 3 the financial statements referred to in clauses 10 (1) (a), (b), (c) and (d) made up as at a date not more than ninety days prior to the date of the application or such other supporting material as may be satisfactory to the Director; and
- (b) an applicant for registration as,
 - (i) a salesperson, or
 - (ii) a partner or officer of a registered dealer or a registered adviser,

shall complete and execute Form 4, unless the information required by Form 4 has previously been filed by the applicant and the information as previously filed is current and correct as of the date of the application. R.R.O. 1980, Reg. 910, s. 114.

RENEWALS OF REGISTRATION

130.—(1) Subject to subsection (2), every registration and renewal of registration is suspended at the end of the day preceding the first anniversary of the granting of the registration or renewal of registration, as the case may be.

(2) The registration or renewal of registration of every salesperson, partner and officer of a registered dealer is suspended at the same time as the registration or renewal of registration of the registered dealer is suspended.

(3) Every application for renewal of registration shall be filed no later than thirty days before the date on which the registration or renewal of registration is suspended. O. Reg. 448/88, s. 1, *part*.

131.—(1) Subject to subsection (2), the registration of a registered dealer, salesperson, partner or officer that is suspended under section 130 expires on the second anniversary of the suspension unless, in the interim, an application for renewal satisfactory to the Director is filed.

(2) Where a hearing is commenced under section 27 of the Act, the registration of the registered dealer, salesperson, partner or officer that has been suspended under section 130 continues in suspension until a decision has been made by the Commission. O. Reg. 448/88, s. 1, *part*.

132.—(1) Unless the Director permits or requires otherwise, and, subject to subsection (2), every application for renewal of registration as a dealer, adviser or underwriter shall be by way of a letter filed with the Director requesting renewal of registration.

(2) Subject to subsection (3), where the information filed by the applicant in the last application for registration has changed and particulars of such change have not been filed with the Commission as an application for amendment or renewal of registration, an application for renewal of registration shall be prepared in accordance with Form 5.

(3) Where the information that has changed is that required in an exhibit required by clause (b) of Item 10 of Form 3 and is for a per-

son in respect of whom a similar exhibit has been filed by the applicant with a Securities Commission or Administrator in a province or territory of Canada in which the principal office of the applicant is situate, the exhibit is not required for the person, where the full name of the person and the place that the exhibit has been so filed are stated. R.R.O. 1980, Reg. 910, s. 116.

133.—(1) Unless the Director permits or requires otherwise, and subject to subsection (2), an application for renewal of registration as a salesperson shall be by way of letter filed with the Director requesting renewal of registration.

(2) Where the information filed by the applicant in the last application for registration has changed and particulars of such change have not been filed with the Commission as an application for amendment or renewal of registration, an application for renewal of registration shall be prepared in accordance with Form 6. R.R.O. 1980, Reg. 910, s. 117.

EXAMINATION

134. A summons for an examination under section 31 of the Act shall be in Form 8. R.R.O. 1980, Reg. 910, s. 118.

AMENDMENTS TO REGISTRATION

135.—(1) Subject to subsections (2) and (3), every notice to the Director under subsection 33 (1) or (2) of the Act shall be by way of a letter filed with the Director, providing the information required by the applicable part of such subsections.

(2) Upon receipt and review of the letter referred to in subsection (1) the Director may require an application for amendment of registration prepared in accordance with Form 7.

(3) Notice to the Director under subsection 33 (1) or (2) of the Act is not required where the registrant is a reporting issuer. R.R.O. 1980, Reg. 910, s. 119.

136. Every notice to the Director under subsection 33 (3) of the Act shall be by way of a letter filed with the Director, providing the information required by the applicable part of that subsection and signed by the salesperson. R.R.O. 1980, Reg. 910, s. 120.

137. Every escrow agreement referred to in paragraph 14 of subsection 35 (2) of the Act shall be in accordance with Form 17. R.R.O. 1980, Reg. 910, s. 121.

138. Every transferee of shares that are subject to the escrow agreement shall sign an acknowledgment in accordance with Form 19 and file it within ten days after the date of the Commission's consent to a transfer in escrow. R.R.O. 1980, Reg. 910, s. 122.

REPORTING TO ONTARIO SECURITIES COMMISSION

139. Every adviser, mutual fund dealer and scholarship plan dealer shall deliver to the Commission within ninety days after the end of its financial year a copy of its financial statements for the financial year. R.R.O. 1980, Reg. 910, s. 123.

140. The financial statements required to be delivered under section 139 shall include,

- (a) an income statement, a statement of surplus and a statement of changes in financial position, each for the financial year; and
- (b) a balance sheet as at the end of the financial year, signed by one director of the registrant. R.R.O. 1980, Reg. 910, s. 124.

141. Every mutual fund dealer and scholarship plan dealer shall deliver to the Commission within ninety days after the end of its financial year a report prepared in accordance with Statement C of Form 9. R.R.O. 1980, Reg. 910, s. 125.

142. Every securities dealer and underwriter that is not a member in good standing of a self-regulatory body referred to in section 20 of the Act shall deliver to the Commission within ninety days after the end of its financial year a report prepared in accordance with Form 9. R.R.O. 1980, Reg. 910, s. 126.

143. Form 10 may be used as a guideline for the purpose of assisting in the auditing of the financial statements of a portfolio manager. R.R.O. 1980, Reg. 910, s. 127.

144. The report required by section 142 shall be audited in accordance with generally accepted auditing standards and the audit requirements published by the Commission. R.R.O. 1980, Reg. 910, s. 128.

145.—(1) Every registrant that is not a member in good standing of a self-regulatory body referred to in section 20 of the Act shall issue a direction to its auditor instructing the auditor to conduct any audit requested by the Commission or the Director during its registration and shall deliver a copy of the direction to the Commission,

- (a) with its application for registration; and
- (b) immediately after the registrant changes its auditor.

(2) Where the Commission or the Director requests an auditor to conduct an audit of the financial affairs of a registrant in accordance with a direction referred to in subsection (1), all fees related to the audit shall be paid by the registrant. R.R.O. 1980, Reg. 910, s. 129.

146. Every audit under section 21 of the Act shall relate to the affairs of the registrant and shall be performed in accordance with generally accepted auditing standards and the audit requirements published by the Commission. R.R.O. 1980, Reg. 910, s. 130.

147.—(1) Every report of an auditor under section 21 of the Act shall be prepared in accordance with generally accepted auditing standards.

(2) No registrant shall withhold, destroy or conceal any information or documents or otherwise fail to cooperate with a reasonable request made by an auditor of a registrant in the course of an audit under section 21 of the Act. R.R.O. 1980, Reg. 910, s. 131.

FURTHER EXEMPTIONS FROM REGISTRATION REQUIREMENTS

148. Registration is not required as an adviser by a broker or investment dealer acting as a portfolio manager where,

- (a) The Toronto Stock Exchange, in the case of a broker, or the Investment Dealers' Association of Canada, in the case of an investment dealer, as the self-regulatory body to whose discipline the broker or investment dealer is subject, has passed by-laws or regulations that,
 - (i) govern the activities of its members as portfolio managers,
 - (ii) impose standards and conditions applicable to all members managing the investment portfolios of clients through discretionary authority granted by the clients, and
 - (iii) together with any amendments thereto, have been approved by the Commission as the substantial equivalent of the requirements and conditions of registration for portfolio managers;
- (b) The Toronto Stock Exchange or the Investment Dealers' Association of Canada, as the case may be, has,
 - (i) recognized certain activities of the broker or investment dealer as being the equivalent of those of a

portfolio manager and has so advised the Commission, and

- (ii) with respect to the broker or investment dealer, provided the Commission with,

(A) the names of any partner, director, officer or employee designated and approved pursuant to the applicable by-laws or regulations, to make investment decisions on behalf of or to offer advice to clients, and

(B) any changes made from time to time in the designation and approval of any partner, director, officer or employee; and

- (c) the designated and approved individuals referred to in clause (b), who are resident in Ontario, are registered, designated or approved to trade in securities under section 25 of the Act. R.R.O. 1980, Reg. 910, s. 137.

149.—(1) An applicant for recognition as an exempt purchaser or for renewal of recognition as an exempt purchaser shall complete and execute Form 11.

(2) No person or company shall be granted recognition as an exempt purchaser or renewal of recognition as an exempt purchaser for a period of more than one year.

(3) Every application for renewal of recognition as an exempt purchaser shall be filed no later than thirty days prior to the date on which the then current recognition as an exempt purchaser expires. R.R.O. 1980, Reg. 910, s. 138.

150. For the purposes of clause (e) of paragraph 1 of subsection 35 (2) of the Act, the Asian Development Bank and the Inter-American Development Bank shall,

- (a) file with the Commission copies of its annual report to its Board of Governors and copies of its charter documents and any material modifications and amendments thereto; and
- (b) file with the Commission, prior to the initial trade by it of its securities in Ontario, and thereafter, the material that it would be required to file with the Securities and Exchange Commission of the United States of America if all trades of such securities made by it in Ontario had been made in the United States of America; and

- (c) advise the Commission in writing if its,

(i) filing requirements with, or

(ii) exemptions from legislation administered by,

the Securities and Exchange Commission of the United States of America are suspended, revoked or substantially amended. R.R.O. 1980, Reg. 910, s. 139.

151. Registration is not required in respect of a trade,

- (a) of the kind referred to in section 14;
- (b) by a liquidator under the *Canada Business Corporations Act* or by a sheriff under the *Execution Act*;
- (c) made through the facilities of a stock exchange recognized by the Commission for the purposes of this section, where,
- (i) the trade is effected in whole or part by means of telephone or other telecommunications equipment linking the facilities of that stock exchange with the facilities of another stock exchange recognized by the Commission for the purposes of this section,

(ii) the trade is made in a security of a class or type designated by the Commission as exempt for the purposes of this section, and

(iii) each of the parties to the trade is registered as a dealer, or in a similar capacity, under the securities legislation of a province or territory of Canada;

(d) by a trust corporation registered under the *Loan and Trust Corporations Act* where the trade is made through its offices in the securities of a mutual fund promoted, managed and administered by such trust corporation provided no sales or other acquisition charges are levied;

(e) by a person or company with a registered dealer acting as principal;

(f) in a bond or debenture by way of an unsolicited order given to a bank listed in Schedule I or II to the *Bank Act* (Canada) or to a trust corporation registered under the *Loan and Trust Corporations Act* provided that the bank or trust corporation is acting as principal and the bond or debenture is acquired by the bank or trust corporation for purposes of the trade from, or sold by the bank or trust corporation following the trade to, a registered dealer; or

(g) made by a person, company or security holder referred to in the definition of "take-over bid" in subsection 88 (1) of the Act, in clause 89 (1) of the Act in securities that are being disposed of to a person or company making a cash or share exchange take-over bid. R.R.O. 1980, Reg. 910, s. 140; O. Reg. 84/81, s. 2; O. Reg. 345/87, s. 11, *revised*.

PART VI

OVER-THE-COUNTER TRADING

GENERAL

152. In this Part,

"approved market-maker" means a registered dealer who is approved under this Regulation to act as a market-maker in a security;

"COATS security" means,

(a) a share of a company,

(b) a right or warrant, but not an option, to purchase a share of a company, or

(c) any combination of a share of a company and a right or warrant, but not an option, to purchase a share of a company,

but does not include,

(d) a security that under subsection 35 (2) of the Act is exempt from registration, or

(e) a security that is listed and posted for trading on a stock exchange in Canada;

"COAT System" means the system developed for trading in the over-the-counter market and known as the Canadian Over-the-Counter Automated Trading System. O. Reg. 214/86, s. 2, *part*.

153. The Commission, itself or through an agent, shall operate the COAT System and for such purpose it shall develop computer software and provide and operate computer facilities. O. Reg. 214/86, s. 2, *part*.

TRADE REPORTING

154.—(1) Every purchase or sale in Ontario of a COATS security

made by a registered dealer, as principal or agent, shall be reported on the COAT System except a trade that is,

- (a) made through the facilities of a stock exchange or other organized market recognized by the Commission for the purpose of this Part;
- (b) a distribution by or on behalf of an issuer; or
- (c) a trade made in reliance on an exemption set out in clause 72 (1) (a), (c) or (d) of the Act.

(2) Every purchase or sale in a COATS security that is required to be reported under subsection (1) shall be reported on the COAT System in accordance with the following provisions:

- 1. The registered dealer, if any, through or by whom the sale is made shall report the trade.
- 2. Where the sale is not made by or through a registered dealer, the registered dealer by or through whom the purchase is made shall report the trade.
- 3. The report shall be made in accordance with the requirements of the COAT System. O. Reg. 214/86, s. 2, *part*.

MARKET-MAKING

155.—(1) A registered dealer, other than a security issuer, mutual fund dealer or scholarship plan dealer, may apply to the Director for approval to act as a market-maker in a COATS security of a class that trades in Ontario.

(2) An application for approval to act as a market-maker in a security shall be in Form 41 and shall be filed with the Director. O. Reg. 214/86, s. 2, *part*.

156.—(1) A registered dealer shall not post quotations for a security on the COAT System,

- (a) unless the dealer has been approved by the Director to act as a market-maker in the security;
- (b) until the day and time set out in the Director's approval; and
- (c) unless the Director has determined that it is not contrary to the public interest for the security to be quoted on the COAT System.

(2) Once an approved market-maker has posted a quotation on the COAT System with respect to a security, the market-maker, so long as it is an approved market-maker in the security, shall make continuous and uninterrupted quotations with respect to the security from 9.30 a.m. to 5.00 p.m. on any day that is not a Saturday or holiday and, where it does not make continuous and uninterrupted quotes, it shall be deemed to have ceased being an approved market-maker in the security.

(3) An approved market-maker shall not quote an ask price for a security on the COAT System unless a bid price for the security is also quoted by the market-maker. O. Reg. 214/86, s. 2, *part*.

GENERAL

157. The Director may direct registered dealers to discontinue quoting or trading, or both, in a security in which a trade would be reportable on the COAT System in order to assist in the dissemination of information and to re-establish orderly trading. O. Reg. 214/86, s. 2, *part*.

158. Every registered dealer shall pay the applicable COAT System fees. O. Reg. 214/86, s. 2, *part*.

159.—(1) The forms, fees and other requirements of the Commis-

sion's agent in the operation of the COAT System, including the fees charged to commercial vendors of information for information reported thereon, are subject to the approval of the Commission and the forms, fees and other requirements, and any amendment to any of them, shall be published by the Commission in the month following the approval.

(2) The Commission may inspect all books, documents, correspondence and other records of any description maintained in relation to the COAT System by a registered dealer and by the Commission's agent. O. Reg. 214/86, s. 2, *part*.

PART VII ONTARIO SECURITIES COMMISSION PROCEDURE AND RELATED MATTERS

ENDORSEMENT OF WARRANTS

160. The endorsement of a warrant by a provincial judge or justice of Ontario provided for by section 125 of the Act shall be in accordance with Form 39. R.R.O. 1980, Reg. 910, s. 142.

EXECUTION AND CERTIFICATION OF DOCUMENTS

161. Except as otherwise provided in the Act or section 11, 174 or 181,

- (a) every document required or permitted to be filed with the Commission by an individual that is required to be signed or certified shall be manually signed and shall include below the signature the name of the individual in typewritten or printed form;
- (b) subject to clause (c) every document required or permitted to be filed with the Commission by a company or person, other than an individual, that is required to be signed or certified, shall be manually signed by an officer or director of the company or person or, subject to clause (d), by the attorney or agent of such person or company and shall include below the signature the name of the officer, director, attorney or agent in a typewritten or printed form;
- (c) where a partner signs or certifies on behalf of a professional partnership, the partner is not required to sign his or her name but if an individual other than a partner signs or certifies, the individual shall sign his or her name manually and the name of the individual shall be included below his or her signature in typewritten or printed form; and
- (d) where a document required or permitted to be filed with the Commission by an individual, company or person has been executed by an attorney or agent of the individual, company or person, a duly completed power of attorney or document of authority authorizing the signing of the document shall be filed with the document unless the Director permits the filing of the document without the power of attorney or document of authority. R.R.O. 1980, Reg. 910, s. 144; O. Reg. 19/87, s. 1.

FEES AND FILING

162.—(1) Fees shall be paid to the Treasurer of Ontario in accordance with Schedule 1.

(2) Where any material that is filed is not prepared in accordance with the Act or this Regulation, the Director may, or the Commission may require the Director to, return the material to the person or company that is required to comply with the provisions.

(3) Where any material is returned to a person or company under subsection (2), the fee paid upon the filing of the material shall not be refunded without the consent of the Commission. R.R.O. 1980, Reg. 910, s. 145.

INVESTIGATIONS

163. The following practices and procedures apply to investigations conducted under the Act:

1. Every summons issued by a person under subsection 11 (4) or section 13 of the Act shall be served personally on the individual summoned who shall be paid the like fees and allowances for his or her attendance before the person as are paid for the attendance of a witness summoned to attend before the Supreme Court.
2. Every summons to a witness to appear before a person appointed to make an investigation under section 11 or 13 of the Act shall be in Form 1.
3. The service of a summons on a witness, the payment or tender of fees and allowances to the witness and the service of a notice on a witness may be proved by an affidavit in Form 2. R.R.O. 1980, Reg. 910, s. 146.

PART VIII INSIDER TRADING

GENERAL

164. The disclosure required by section 40 of the Act with respect to a person or company that would be an insider of the adviser if the adviser were a reporting issuer is required only where such person or company participates in the formulation of, or has access prior to implementation to, investment decisions made on behalf of or the advice given to clients of the adviser. R.R.O. 1980, Reg. 910, s. 147.

165. Every report required to be filed under section 107 or 108 of the Act shall be prepared in accordance with Form 36. O. Reg. 19/87, s. 2, *part*.

166. Despite subsection 107 (1) of the Act, a person or company is not required to file a report on becoming an insider of an issuer where the person or company does not own or exercise control or direction over securities of the issuer. O. Reg. 19/87, s. 2, *part*.

167. Every report required to be filed under section 108 of the Act shall be filed within ten days of the date of the transfer. O. Reg. 19/87, s. 2, *part*.

168. Every report required to be filed under section 109 of the Act shall be prepared in accordance with Form 37. R.R.O. 1980, Reg. 910, s. 153.

169. Every report required to be filed under section 117 of the Act shall be prepared in accordance with Form 38. R.R.O. 1980, Reg. 910, s. 154.

170. For the purposes of section 107 of the Act,

- (a) a report filed by a company that includes securities beneficially owned or deemed to be beneficially owned by an affiliate or which includes changes in the affiliate's beneficial ownership or deemed beneficial ownership of the securities shall be deemed to be a report filed by the affiliate and the affiliate need not file a separate report; or
- (b) a report filed by a person that includes the securities beneficially owned or deemed to be beneficially owned by a company controlled by the person or by an affiliate of the controlled company or that includes changes in the controlled company's or affiliate's beneficial ownership or deemed beneficial ownership of the securities shall be deemed to be a report filed by the controlled company or affiliate and the controlled company and affiliate need not file a separate report. R.R.O. 1980, Reg. 910, s. 155.

171.—(1) Where there are one or more executors, administrators

or other personal representatives of an estate, referred to in this section as an executor, the reporting requirements of this Part shall be deemed to be satisfied as they apply to,

- (a) a co-executor; and
- (b) the directors and senior officers of an executor or co-executor,

where the applicable report is filed by a co-executor or by the executor in respect of securities owned by the estate.

(2) Subsection (1) only applies to reporting requirements that arise solely from the capacity of co-executor or director or senior officer of an executor or co-executor. R.R.O. 1980, Reg. 910, s. 156.

172.—(1) Upon the occurrence of a stock dividend, stock split, consolidation, amalgamation, reorganization, merger or other similar corporate event that affects all holdings of a class of securities in the same manner, on a per share basis, the reporting requirements of Part XXI of the Act shall be deemed to have been satisfied as they apply to a holder of the class of securities of an issuer that is affected, where an officer of the issuer files written notice of the event, including a description of the effect on each class of securities of the issuer that is affected, within ten days of the event.

(2) Upon the acquisition by a person or company of securities of an issuer through a stock dividend plan, a share purchase plan or other plan available to a class of security holders, employees or management of an issuer, the reporting requirements of Part XXI of the Act shall be deemed to have been satisfied as they apply to the person or company where an officer of the issuer files written notice including a description of the transaction and the effect upon the holdings of the person or company within ten days of the transaction. O. Reg. 19/87, s. 3, *part*.

173. A person or company that is required under this Part and under Part XXI of the Act to file a report prepared in accordance with Form 36 shall be deemed to have complied with such requirements if a report prepared in accordance with Form 36 is filed in a Canadian jurisdiction other than Ontario with a securities commission or other agent that has been designated by the Commission for the purpose of accepting such filings. O. Reg. 19/87, s. 3, *part*.

174. A report prepared in accordance with Form 36 that is filed with the Commission may contain the facsimile signature of the individual, officer, director, agent or attorney required to sign the form, if an original manually signed copy is filed concurrently with a securities commission in Canada designated by the Commission for the purpose of accepting such filings. O. Reg. 19/87, s. 3, *part*.

INSIDER TRADING

175.—(1) A person or company that purchases or sells securities of a reporting issuer with knowledge of a material fact or material change with respect to the reporting issuer that has not been generally disclosed is exempt from subsection 76 (1) of the Act and from liability under section 134 of the Act, where the person or company proves that,

- (a) no director, officer, partner, employee or agent of the person or company who made or participated in making the decision to purchase or sell the securities of the reporting issuer had actual knowledge of the material fact or material change; and
- (b) no advice was given with respect to the purchase or sale of the securities to the director, officer, partner, employee or agent of the person or company who made or participated in making the decision to purchase or sell the securities by a director, partner, officer, employee or agent of the person or company who had actual knowledge of the material fact or the material change,

but this exemption is not available to an individual who had actual knowledge of the material fact or change.

(2) A person or company that purchases or sells securities of a reporting issuer with knowledge of a material fact or material change with respect to the reporting issuer that has not been generally disclosed is exempt from subsection 76 (1) of the Act and from liability under section 134 of the Act, where the person or company proves that,

- (a) the purchase or sale was entered into as agent of another person or company pursuant to a specific unsolicited order from that other person or company to purchase or sell;
- (b) the purchase or sale was made pursuant to participation in an automatic dividend reinvestment plan, share purchase plan or other similar automatic plan that was entered into by the person or company prior to the acquisition of knowledge of the material fact or material change; or
- (c) the purchase or sale was made to fulfill a legally binding obligation entered into by the person or company prior to the acquisition of knowledge of the material fact or material change.

(3) In determining whether a person or company has sustained the burden of proof under subsection (1), it shall be relevant whether and to what extent the person or company has implemented and maintained reasonable policies and procedures to prevent contraventions of subsection 76 (1) of the Act by persons making or influencing investment decisions on its behalf and to prevent transmission of information concerning a material fact or material change contrary to subsection 76 (2) or (3) of the Act.

(4) A person or company who purchases or sells a security of a reporting issuer as agent or trustee for a person or company who is exempt from subsection 76 (1) of the Act and from liability under section 134 of the Act by reason of clause (2) (b) or (c), is also exempt from subsection 76 (1) of the Act and from liability under section 134 of the Act.

(5) A person or company is exempt from subsections 76 (1), (2) and (3) of the Act where the person or company proves that such person or company reasonably believed that,

- (a) the other party to a purchase or sale of securities; or
- (b) the person or company informed of the material fact or material change,

as the case may be, had knowledge of the material fact or material change. O. Reg. 82/88, s. 1.

PART IX PROXIES AND PROXY SOLICITATION

176.—(1) An information circular shall contain the information prescribed in Form 30.

(2) The information required by Form 30 shall be given as of a specified date not more than thirty days prior to the date upon which the information circular is first sent to any of the securityholders of the reporting issuer.

(3) The information contained in an information circular shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(4) The order of items set out in Form 30 need not be followed.

(5) Where practicable and appropriate, information required by Form 30 shall be presented in tabular form.

(6) All amounts required by Form 30 shall be stated in figures.

(7) Information required by more than one applicable item in Form 30 need not be repeated.

(8) No statement need be made in response to any item in Form 30 that is inapplicable and negative answers to any item may be omitted.

(9) Information that is not known to the person or company on whose behalf the solicitation is to be made and that is not reasonably within the power of the person or company to ascertain or procure may be omitted if a brief statement is made in the information circular of the circumstances rendering the information unavailable.

(10) There may be omitted from the information circular any information contained in any other information circular, notice of meeting or form of proxy sent to the persons or companies whose proxies were solicited in connection with the same meeting if reference is made to the particular document containing the information. R.R.O. 1980, Reg. 910, s. 157.

177.—(1) Every form of proxy sent or delivered to a securityholder of a reporting issuer by a person or company soliciting proxies shall indicate in bold-face type whether or not the proxy is solicited by or on behalf of the management of the reporting issuer and shall provide a specifically designated blank space for dating the form of proxy.

(2) An information circular or form of proxy shall indicate in bold-face type that the securityholder has the right to appoint a person or company to represent the securityholder at the meeting other than the person or company, if any, designated in the form of proxy and shall contain instructions as to the manner in which the securityholder may exercise the right.

(3) If a form of proxy contains a designation of a named person or company as nominee, it shall provide a means whereby the securityholder may designate in the form of proxy some other person or company as the securityholder's nominee.

(4) Every form of proxy shall provide a means for the securityholder to specify that the securities registered in the securityholder's name shall be voted for or against each matter or group of related matters identified therein or in the notice of meeting or in an information circular, other than the appointment of an auditor and the election of directors.

(5) A proxy may confer discretionary authority with respect to each matter referred to in subsection (4) as to which a choice is not so specified if the form of proxy or the information circular states in bold-face type how the securities represented by the proxy will be voted in respect of each matter or group of related matters.

(6) A proxy shall provide a means for the securityholder to specify that the securities registered in the name of the securityholder shall be voted or withheld from voting in respect of the appointment of an auditor or the election of directors.

(7) A proxy or an information circular shall state that the securities represented by the proxy will be voted or withheld from voting in accordance with the instructions of the securityholder on any ballot that may be called for and that, if the securityholder specifies a choice under subsection (4) or (6), with respect to any matter to be acted upon, the securities shall be voted accordingly. R.R.O. 1980, Reg. 910, s. 158.

178. A proxy may confer discretionary authority with respect to,

- (a) amendments or variations to matters identified in the notice of meeting; and
- (b) other matters which may properly come before the meeting,

where,

- (c) the person or company by whom or on whose behalf the solicitation is made is not aware within a reasonable time prior to the time the solicitation is made that any such amendments, variations or other matters are to be presented for action at the meeting; and
- (d) a specific statement is made in the information circular or in the form of proxy that the proxy is conferring such discretionary authority. R.R.O. 1980, Reg. 910, s. 159.

179. No proxy shall confer authority to vote,

- (a) for the election of any person or company as a director of a reporting issuer unless a genuine proposed nominee for such election is named in the information circular; or
- (b) at any meeting other than the meeting specified in the notice of meeting or any adjournment thereof. R.R.O. 1980, Reg. 910, s. 160.

180. Every person or company that sends or delivers an information circular or proxy to securityholders of a reporting issuer shall forthwith file a copy of the information circular, proxy and all other material sent or delivered by the person or company in connection with the meeting to which the information circular or proxy relates. R.R.O. 1980, Reg. 910, s. 161.

181. The certification of every information circular required to be filed under section 81 of the Act shall be evidenced by the manual or facsimile signature of the officer or director referred to in clause 161 (b) of this Regulation. R.R.O. 1980, Reg. 910, s. 162.

PART X TAKE-OVER BIDS AND ISSUER BIDS

182.—(1) In this section,

“formal valuation” means a valuation prepared by a qualified and independent valuer based upon techniques that are appropriate in the circumstances, after considering going concern or liquidation assumptions or both, together with other relevant assumptions, that arrives at an opinion as to a value or range of values for the participating securities based upon such analysis without any downward adjustments to reflect the fact the participating securities do not form part of a controlling interest;

“going private transaction” means an amalgamation, arrangement, consolidation or other transaction proposed to be carried out by an insider of an issuer as a consequence of which the interest of the holder of a participating security of the issuer in that security may be terminated without the consent of that holder and without the substitution thereof of an interest of equivalent value in a participating security of the issuer or of a successor to the business of that issuer or of another issuer that controls the issuer but does not include the acquisition of participating securities pursuant to a statutory right of acquisition;

“insider” means,

- (a) every director or senior officer of an issuer,
- (b) every director or senior officer of a company that is itself an insider or subsidiary of an issuer,
- (c) any person or company who beneficially owns, directly or indirectly, voting securities of an issuer or who exercises control or direction over voting securities of an issuer or a combination of both carrying more than 10 per cent of the voting rights attached to all voting securities of the issuer for the time being outstanding other than voting securities held by the person or company as underwriter in the course of a distribution, and
- (d) an issuer where it has purchased, redeemed or otherwise

acquired any of its securities, for so long as it holds any of its securities;

“insider bid” means a take-over bid made by an insider of the offeree issuer or by any associate or affiliate of an insider of an offeree issuer;

“participating security” means a security that carries the right to participate in earnings to an unlimited degree including a security that by its terms is convertible into or exchangeable for or carries the right to purchase such a security;

“prior valuation” means an existing independent appraisal or valuation or any material non-independent appraisal or valuation in respect to an issuer, its material assets or its securities.

(2) Every take-over bid circular and issuer bid circular to which this section applies shall contain, except where the offeror establishes to the Director's satisfaction that the offeror lacks access to information enabling the offeror to comply with this subsection, and subject to any waiver or variation consented to in writing by the Director,

- (a) a summary of a formal valuation of the offeree issuer;
 - (b) an outline of every prior valuation of the offeree issuer made within twenty-four months preceding the date of the take-over or issuer bid including a description of the source and circumstances under which it was made.
- (3) This section applies only to,
- (a) a take-over bid circular that is required by the Act in respect of an insider bid;
 - (b) a take-over bid circular that is required by the Act where it is anticipated by the offeror that a going private transaction will follow the take-over bid; or
 - (c) an issuer bid circular that is required by the Act.

(4) Subject to subsection (5), a formal valuation referred to in clause (2) (a) shall be as of a date that is not more than 120 days before the date of the take-over bid or issuer bid and shall contain appropriate adjustments for material intervening events.

(5) A formal valuation referred to in clause (2) (a) may be as of a date that is more than 120 days before the date of the take-over bid or issuer bid if it is accompanied by a letter addressed to the directors of the issuer confirming that the valuer has no reasonable ground to believe that any intervening event has materially affected the value or range of values determined in such valuation or, if there has been such an event, describing it and stating the resultant change in the value or range of values in the valuation.

(6) Where the Director is of the opinion that disclosure of information required by subsection (2) to be furnished to the holders of securities would cause a detriment to the offeree issuer or the securityholders of the offeree issuer that would outweigh the benefit of the information to the prospective recipients, the Director may permit the omission of the information.

(7) A formal valuation referred to in clause (2) (a) and a letter of confirmation, if any, referred to in subsection (5), shall be filed concurrently with the filing of the circular in which reference to the valuation is made except where the Director otherwise permits. O. Reg. 374/87, s. 3, *part*.

183.—(1) For the purposes of Part XX of the Act, “market price” of a class of securities, as to which there is a published market, at any date, is an amount equal to the simple average of the closing price of securities of that class for each of the business days on which there was a closing price falling not more than twenty business days before that date.

(2) Where a published market does not provide a closing price,

but provides only the highest and lowest prices of securities traded on a particular day, the market price of the securities, at any date, is an amount equal to the average of the simple averages of the highest and lowest prices for each of the business days on which there were highest and lowest prices falling not more than twenty business days before that date.

(3) Where there is more than one published market for a security, the market price for the purposes of subsections (1) and (2) shall be determined as follows:

1. If only one of the published markets is in Canada, the market price shall be determined solely by reference to that market.
2. If there is more than one published market in Canada, the market price shall be determined solely by reference to the published market in Canada on which the greatest volume of trading in the particular class of securities occurred during the twenty business days preceding the date as of which the market price is being determined.
3. If there is no published market in Canada, the market price shall be determined solely by reference to the published market on which the greatest volume of trading in the particular class of securities occurred during the twenty business days preceding the date as of which the market price is being determined.

(4) Where there has been trading of securities in a published market for fewer than ten of the twenty business days preceding the date as of which the market price of the securities is being determined, the market price shall be the average of the following prices established for each of the twenty business days preceding that date,

- (a) the average of the bid and ask prices for each day on which there was no trading; and
- (b) the closing price of securities of the class for each day that there has been trading, if the published market provides a closing price; or
- (c) the average of the highest and lowest prices of securities of that class for each day that there has been trading, if the published market provides only the highest and lowest prices of securities traded on a particular day.

(5) Despite subsection (1), (2), (3) or (4), for the purposes of clause 93 (1) (b) of the Act, where an offeror acquires securities on a published market, the market price for those securities shall be the price of the last board lot of securities of that class purchased, before the acquisition by the offeror, by a person or company that was not acting jointly or in concert with the offeror. O. Reg. 374/87, s. 3, *part*.

184. A take-over bid is exempt from sections 95 to 100 of the Act for securities in respect of which there is no published market if,

- (a) purchases are made from not more than five persons or companies in the aggregate, including persons or companies outside of Ontario; and
- (b) the bid is not made generally to securityholders of the class of securities that is the subject of the bid. O. Reg. 374/87, s. 3, *part*.

185.—(1) Subsection 94 (2) of the Act is not applicable to an agreement between a securityholder and an offeror to the effect that the securityholder will tender the securityholder's securities to a formal take-over bid made by the offeror in accordance with the terms and conditions of the bid.

(2) Subsection 94 (8) of the Act does not apply to prohibit the issue of securities by an issuer pursuant to a stock dividend plan, divi-

dend reinvestment plan, employees' stock purchase plan or other similar plan, even though the issuer is making an issuer bid.

(3) For the purpose of clause 94 (1) (c) of the Act, an associate of a securityholder referred to in that clause does not include a person or company who is not acting jointly or in concert with the securityholder. O. Reg. 374/87, s. 3, *part*.

186. Subsection 94 (5) of the Act does not apply so as to affect the consideration offered or the number of securities offered to be acquired under a formal take-over bid where the prior transaction was an acquisition pursuant to a distribution as defined in clause (a) or (b) of the definition of "distribution" in subsection 1 (1) of the Act. O. Reg. 374/87, s. 3, *part*.

187.—(1) A notice of intention to make an issuer bid as required by clause 93 (3) (f) of the Act shall contain the information prescribed in Form 31.

(2) A notice of intention referred to in subsection (1) shall be filed and a press release in respect thereof issued at least five days before the commencement of the issuer bid. O. Reg. 374/87, s. 3, *part*.

188. A press release that is required by clause 94 (3) (c) of the Act shall disclose in respect of the class of securities subject to the bid and each class of securities convertible into securities of that class purchased through the facilities of the stock exchange,

- (a) the name of the purchaser;
- (b) where the purchaser is a person or company referred to in clause 94 (1) (b) or (c) of the Act, the relationship of the purchaser and the offeror;
- (c) the number of securities purchased by the purchaser on that day;
- (d) the highest price paid for the securities by the purchaser on that day;
- (e) the aggregate number of securities purchased through the facilities of the stock exchange by the purchaser during the currency of the bid;
- (f) the average price paid for the securities that were purchased by the purchaser through the facilities of the stock exchange during the currency of the bid; and
- (g) the total number of securities owned by the purchaser as of the close of business of the stock exchange on that day. O. Reg. 374/87, s. 3, *part*.

189. A take-over bid circular shall contain the information prescribed in Form 32. O. Reg. 374/87 s. 3, *part*.

190. An issuer bid circular shall contain the information prescribed in Form 33. O. Reg. 374/87, s. 3, *part*.

191. A directors' circular shall contain the information prescribed in Form 34. O. Reg. 374/87, s. 3, *part*.

192. A director's or officer's circular shall contain the information prescribed in Form 35. O. Reg. 374/87, s. 3, *part*.

193. A notice of change or variation in respect of a take-over bid or issuer bid as required by subsection 98 (2) of the Act shall contain,

- (a) a description of the change in the information contained in the circular or of the variation in the terms of the take-over bid or the issuer bid, as the case may be;
- (b) the date of the change in the information contained in the circular or the variation in the terms of the bid;

- (c) the date up to which securities may be deposited;
- (d) the date by which securities deposited must be taken up by the offeror; and
- (e) the rights of withdrawal that are available to security-holders,

and shall include a certificate duly signed and in the form required under Form 32 in the case of a take-over bid or Form 33 in the case of an issuer bid, amended to refer to the initial circular and all notices of change or variation thereto. O. Reg. 374/87, s. 3, *part*.

194. A notice of change in respect of the information contained in a directors' circular or a director's or officer's circular as required by subsection 99 (6) of the Act shall contain a description of the change in the information contained in the circular and shall include a certificate, duly signed and in the form required under Form 34 or 35, as the case may be, amended to refer to the initial directors' or director's or officer's circular and all notices of change thereto. O. Reg. 374/87, s. 3, *part*.

195.—(1) No variation in the terms of a bid may be made after the expiry of the deposit period, except the waiver by the offeror of a condition that is specifically stated in the bid as being waivable at the sole option of the offeror.

(2) Section 98 of the Act does not apply so as to require a notice of variation with respect to a waiver referred to in subsection (1) after the deposit period where the consideration offered for the securities that are subject to the bid consists solely of cash, but a press release with respect to the waiver must be issued within five days after the deposit period.

(3) In this section, "deposit period" means the period, including any extension, during which securities may be deposited pursuant to the bid. O. Reg. 374/87, s. 3, *part*.

196. The consent of every solicitor, auditor, accountant, engineer, appraiser or any other person or company whose profession or business gives authority to a statement made by such person or company to the use of a report, appraisal or statement of such person or company included in or accompanying a take-over bid circular, issuer bid circular, directors' circular, director's or officer's circular or any notice of change or variation to the foregoing, shall be filed with the Commission. O. Reg. 374/87, s. 3, *part*.

197.—(1) A press release required under section 101 of the Act shall be authorized by a senior officer of the offeror and shall set out, in respect of the class of securities subject to the bid and each class of voting or equity securities into which the securities of the class subject to the bid are convertible,

- (a) the name of the offeror;
- (b) the number of securities over which the offeror and any person or company acting jointly or in concert with the offeror acquired ownership or control or direction as a result of the transaction or occurrence giving rise to the report;
- (c) the ownership of or control and direction by the offeror and any person or company acting jointly or in concert with the offeror over the securities immediately after the transaction or occurrence giving rise to the report;
- (d) the name of the market wherein the transaction or occurrence took place;
- (e) the purpose of the offeror and any person or company acting jointly or in concert with the offeror in effecting the transaction, including any future intention to increase the beneficial ownership, control or direction of the offeror and any person or company acting jointly or in concert with the offeror over securities of the offeree issuer;

- (f) where applicable, a description of any change in any material fact set out in a previous report under section 101 of the Act; and
- (g) the names of the persons or companies acting jointly or in concert with the offeror in connection with the disclosure required by clause (b), (c) or (d).

(2) A report required under section 101 of the Act shall be signed by the offeror and shall include the information that is required in subsection (1). O. Reg. 374/87, s. 3, *part*.

198. A press release required under section 102 of the Act shall be authorized by a senior officer of the offeror and shall include in respect to the class of securities subject to the bid and each class of securities into which the securities of the class are subject to the bid are convertible,

- (a) the name of the offeror issuing the release;
- (b) the number of securities acquired by or over which the offeror and every person acting jointly or in concert with the offeror has acquired control or direction since the commencement of the bid;
- (c) the number of securities held by or over which the offeror and every person acting jointly or in concert with the offeror exercised control or direction after the transaction or occurrence giving rise to the press release;
- (d) the market where the transaction or occurrence took place; and
- (e) the purpose of the offeror and any person acting jointly or in concert with the offeror in effecting the transaction, including any future intention to increase the beneficial ownership, control or direction of the offeror and any person acting jointly or in concert with the offeror over securities of the offeree issuer. O. Reg. 374/87, s. 3, *part*.

199. Where an offeror and one or more persons or companies acting jointly or in concert with the offeror are required to file or issue a report or press release under section 101 or 102 of the Act, and where a report or press release filed or issued by the offeror discloses the information as to a person or company acting jointly or in concert that is required by section 197 or 198 of the regulations, as the case may be, the person or company need not file a separate report or press release. O. Reg. 374/87, s. 3, *part*.

200.—(1) Every take-over bid circular, issuer bid circular, directors' circular and director's or officer's circular and any notice of change or variation to any such circular, shall contain a statement of the rights provided by section 131 of the Act relating to that document.

(2) If the take-over bid or issuer bid is made in Ontario and in another province or territory of Canada, inclusion in a circular or notice of the following statement shall be deemed to be compliance with subsection (1):

Securities legislation in certain of the provinces and territories of Canada provides securityholders of the offeree issuer with, in addition to any other rights they may have at law, rights of rescission or to damages, or both, if there is a misrepresentation in a circular or notice that is required to be delivered to such securityholders. However, such rights must be exercised within prescribed time limits. Securityholders should refer to the applicable provisions of the securities legislation of their province or territory for particulars of those rights or consult with a lawyer.

(3) If the take-over bid or issuer bid is made in Ontario only, inclusion in a circular or notice of the following statement shall be deemed to be compliance with subsection (1):

Securities legislation in Ontario provides securityholders of the

offeree issuer with, in addition to any other rights they may have at law, rights of rescission or to damages, or both, if there is a misrepresentation in a circular or notice that is required to be delivered to such securityholders. However, such rights must be exercised within prescribed time limits. Securityholders should refer to the applicable provisions of Ontario securities legislation for particulars of those rights or consult with a lawyer. O. Reg. 374/87, s. 3, *part*.

201.—(1) The information contained in a circular or notice required under Part XX of the Act shall be clearly presented and the statements made therein shall be divided into groups according to subject matter and the various groups of statements shall be preceded by appropriate headings.

(2) The order of items in the appropriate form need not be followed.

(3) Where practical and appropriate, information in a circular or notice shall be presented in tabular form.

(4) All amounts required in a circular or notice shall be stated in figures.

(5) Information required by more than one applicable item in the appropriate form need not be repeated.

(6) No statement need be made in response to any item in the appropriate form that is inapplicable and negative answers to any item may be omitted except where expressly required by the applicable form. O. Reg. 374/87, s. 3, *part*.

202. Where the Director is satisfied upon evidence or submissions made to the Director that a chief executive officer or chief financial officer is, for adequate cause, not available to sign a certificate or notice required to be filed under Part XX of the Act, the Director may permit the certificate or notice to be signed by another responsible officer or director. O. Reg. 374/87, s. 3, *part*.

203. A circular or notice required under Part XX of the Act shall be filed in triplicate on the same date that it is first sent to securityholders of the offeree. O. Reg. 374/87, s. 3, *part*.

PART XI UNIVERSAL REGISTRATION

INTERPRETATION

204.—(1) In this Part,

“designated institution” means,

- (a) a financial intermediary,
- (b) the Federal Business Development Bank,
- (c) a subsidiary of any company referred to in clause (a) or (b), where the company beneficially owns all of the voting securities of the subsidiary,
- (d) the Government of Canada or any province or territory of Canada,
- (e) any municipal corporation or public board or commission in Canada,
- (f) a mutual fund, other than a private mutual fund, having net assets of at least \$5,000,000,
- (g) a trustee pension plan or fund sponsored by an employer for the benefit of its employees and having net assets of at least \$5,000,000,
- (h) a registered dealer,

- (i) a company or person, other than an individual, recognized by the Commission as an exempt purchaser,
- (j) a person or company deemed to be a designated institution under subsection (2);

“financial intermediary” means,

- (a) a bank listed in Schedule I or II to the *Bank Act* (Canada),
- (b) a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*,
- (c) an insurance company licensed under the *Insurance Act*,
- (d) a credit union or caisse populaire incorporated or registered under the *Credit Unions and Caisses Populaires Act*,
- (e) a co-operative to which the *Co-operative Corporations Act* applies;

“foreign security” means,

- (a) a security, whether or not it is an interlisted security, issued by an issuer incorporated, formed or created under the laws of a jurisdiction other than Canada or any province or territory of Canada,
- (b) a security issued by a country other than Canada or by any political division of the country,
- (c) a security designated by the Commission under subsection (3) as a foreign security,

but does not include a security designated by the Commission under subsection (3) as a security that is not a foreign security;

“fully registered dealer” means a registered dealer described in paragraph 1, 5 or 9 of section 98;

“interlisted security” means a listed security that is listed and posted or otherwise available for trading on a stock exchange outside Canada, or other organized market outside Canada recognized by the Commission for the purposes of this Part;

“listed security” means a security listed and posted or accepted, conditionally or otherwise, for listing and posting on a stock exchange, or other organized market, in Canada recognized by the Commission for the purposes of this Part;

“market intermediary” means a person or company that engages or holds himself, herself or itself out as engaging in Ontario in the business of trading in securities as principal or agent, other than trading in securities purchased by the person or company for his, her or its own account for investment only and not with a view to resale or distribution, and, without limiting the generality of the foregoing, includes a person or company that engages or holds himself, herself or itself out as engaging in the business of,

- (a) entering into agreements or arrangements with underwriters or issuers, in connection with distributions of securities, to purchase or sell such securities,
- (b) participating in distributions of securities as a selling group member,
- (c) making a market in securities, or
- (d) trading in securities with accounts fully managed by the person or company as agent or trustee,

whether or not the person or company engages in trading in securities purchased for investment only;

“non-resident” means a non-resident as defined in section 212;

"selling group member" means, in respect of a distribution, a person or company whose interest in the distribution is limited to receiving the usual and customary distributor's or seller's commission payable by an underwriter or issuer.

(2) Where a portfolio manager or financial intermediary, acting as a trustee or agent for a person or company whose account is fully managed by it, purchases or sells securities on behalf of the person or company, the person or company shall be deemed to be a designated institution.

(3) The Commission may designate a security as a foreign security or designate a security not to be a foreign security where, in the opinion of the Commission, it is appropriate that the security be so designated because of the manner in which the issuer carries on its business or because of the relationships among the issuer and its affiliates. O. Reg. 345/87, s. 13, *part*.

205. Where this Part does not permit an unregistered market intermediary or a registered dealer to trade directly with a person or company, the unregistered market intermediary or registered dealer shall not arrange to trade indirectly with such a person or company by trading through any other person or company with whom the unregistered market intermediary or registered dealer is permitted to trade, whether the other person or company is acting as principal or agent. O. Reg. 345/87, s. 13, *part*.

REGISTRATION OF MARKET INTERMEDIARIES

206.—(1) The exemptions from registration contained in subsections 35 (1) and (2) of the Act or in any other Part of this Regulation are unavailable to a market intermediary except in respect of,

- (a) a trade referred to in paragraph 1, 6, 7, 8, 19, 20 or 22 of subsection 35 (1) of the Act;
- (b) a trade in securities referred to in paragraph 5, 6, 7, 10, 11, 12, 13 or 14 of subsection 35 (2) of the Act;
- (c) a trade in securities of a private mutual fund as defined in clause (a) of the definition of "private mutual fund" in subsection 1 (1) of the Act;
- (d) a trade referred to in clause 14 (c), 151 (b) or 151 (c); or
- (e) a trade in securities with a registered dealer that is an affiliate of the market intermediary.

(2) Subsection (1) does not apply so as to require registration by a lawyer or accountant where the performance of the service as a market intermediary is solely incidental to his or her principal business or occupation as a lawyer or accountant. O. Reg. 345/87, s. 13, *part*.

LIMITED MARKET DEALER REGISTRATION

207.—(1) A limited market dealer may act as market intermediary solely for the purpose of trading in respect of which registration was not required under the Act and this Regulation on the 29th day of June, 1987, except that the references on that date to \$97,000 in paragraph 5 of subsection 35 (1) of the Act and to \$100,000 in paragraph 18 of that subsection shall be deemed to be references to \$150,000.

(2) No financial intermediary may register as a limited market dealer.

(3) The conditions of registration applicable to a limited market dealer and to the salespersons, partners and officers of a limited market dealer shall be those applicable to an investment dealer and to the salespersons, partners and officers of an investment dealer, respectively.

(4) The Director may vary subsection (3) as it applies to any limited market dealer or salesperson, partner or officer of a limited mar-

ket dealer if the Director is satisfied that the variation would be consistent with restrictions as to trading activities applicable to the limited market dealer and that to do so would not be prejudicial to the public interest. O. Reg. 345/87, s. 13, *part*.

INTERNATIONAL DEALER REGISTRATION

208.—(1) An international dealer may act as a market intermediary solely for the purposes of,

- (a) carrying on in Ontario those activities, other than sales of securities, that are reasonably necessary to facilitate a distribution of securities that are offered primarily abroad;
- (b) trading with a designated institution in debt securities in the course of a distribution, where the debt securities are offered primarily abroad and otherwise than by means of a prospectus prepared and filed in accordance with the Act;
- (c) trading with a designated institution in debt securities, except in the course of the distribution by which they were issued;
- (d) trading with a designated institution in foreign securities, except in the course of a distribution by means of a prospectus prepared and filed in accordance with the Act; and
- (e) trading with a broker, foreign dealer or investment dealer in any securities,

and only if the international dealer is acting as principal or as agent for the issuer of the securities, another designated institution or a non-resident.

(2) No person or company may register as an international dealer unless the person or company carries on the business of a dealer and underwriter in a country other than Canada.

(3) An international dealer shall file with the Commission such reports as to trading in securities as the Commission may from time to time require.

(4) Subsection (3) does not apply to an international dealer that is affiliated with a fully registered dealer, a foreign dealer or a financial intermediary dealer, if the affiliated dealer files the reports in respect of the international dealer that are required by that subsection.

(5) The salespersons, partners and officers of an international dealer are exempt from the registration requirements of the Act and this Regulation in respect of trading in securities on behalf of the international dealer in accordance with subsection (1). O. Reg. 345/87, s. 13, *part*.

FINANCIAL INTERMEDIARY DEALER REGISTRATION

209.—(1) A financial intermediary dealer may act as a market intermediary solely for the purposes of,

- (a) trading as principal or agent in securities referred to in clauses (a), (b), (d) and (e) of paragraph 1 of subsection 35 (2) of the Act;
- (b) trading as principal or agent in securities referred to in paragraph 4 of subsection 35 (2) of the Act so long as the trade is made in accordance with that paragraph;
- (c) trading as principal or agent in debt securities of the financial intermediary including,
 - (i) in the case of an insurance company licensed under the *Insurance Act*, contracts of insurance, and
 - (ii) in the case of a trust corporation registered under the *Loan and Trust Corporations Act*, certificates or

receipts issued for money received for guaranteed investment;

- (d) trading as principal or agent in debt securities of an affiliate of the financial intermediary that are guaranteed by the financial intermediary;
- (e) trading as principal or agent in other debt securities if the trading does not constitute distributing the debt securities;
- (f) trading as principal or agent in syndicated or consortium loans, other than loans that are distributed by means of a prospectus;
- (g) trading as principal or agent in shares or units of mutual funds if the shares or units are sold to a pension plan, deferred profit sharing plan, retirement savings plan or other similar capital accumulation plan maintained by the sponsor of such plan for its employees and the employees deal only with the sponsor in respect of their participation in the plan and the purchases of the shares or units by the plan;
- (h) trading as principal or agent with or for accounts fully managed by the financial intermediary as agent or trustee;
- (i) taking as agent for a person or company an unsolicited order to purchase or sell securities other than debt securities for execution by a registered dealer; and
- (j) participating with a registrant in a networking arrangement, as defined in subsection 219 (1), in which the registrant may participate under section 229.

(2) For the purposes of clause 209 (1) (i), an order to purchase or sell securities is not unsolicited where it is placed with a financial intermediary that advertises or otherwise promotes, or an affiliate of which advertises or otherwise promotes, the service of executing such orders or of acting as an adviser.

(3) Subject to subsection (9), no financial intermediary dealer may act as an adviser.

(4) Only a financial intermediary may register as a financial intermediary dealer.

(5) Sections 107 to 112 do not apply to a financial intermediary dealer.

(6) A financial intermediary dealer shall file with the Commission such reports as to trading in securities as the Commission may from time to time require.

(7) Subject to subsection (8), the salespersons and officers of a financial intermediary dealer are exempt from the registration requirements of the Act with respect to trading in securities on behalf of the financial intermediary dealer under subsection (1).

(8) The Director may vary the provisions of this Regulation,

- (a) as they apply to a financial intermediary dealer, including by imposing additional conditions of registration on it, if the Director is of the opinion that the varied conditions are sufficient or necessary to create and maintain supervisory and control procedures with respect to officers and salespersons of the financial intermediary dealer that achieve an adequate level of investor protection; and
- (b) as they apply to the salespersons and officers of a financial intermediary dealer by imposing conditions of registration on them if the Director is of the opinion that the conditions are necessary to achieve an adequate level of investor protection.

(9) The Director may vary the provisions of this Regulation to

permit a financial intermediary dealer to act as an adviser subject to such conditions of registration applicable to advisers and their officers as the Director may impose.

(10) Despite any other provision of the Act or this Regulation, a financial intermediary regulated by the federal Office of the Superintendent of Financial Institutions and the officers and salespersons of the financial intermediary,

- (a) are not required to obtain registration as a dealer or as officers and salespersons of a dealer, respectively, for the purpose of trading as described in clauses (1) (a) to (j); and
- (b) are not required to obtain registration as an adviser or as officers of an adviser, respectively, for the purpose of acting as an adviser in accordance with the legislation of the Parliament of Canada governing the financial intermediary. O. Reg. 345/87, s. 13, *part*.

FOREIGN DEALER REGISTRATION

210.—(1) A foreign dealer may act as a market intermediary solely for the purposes of,

- (a) trading in respect of which registration was not required under the Act and this Regulation on the 29th day of June, 1987, except that the references on that date to \$97,000 in paragraph 5 of subsection 35 (1) of the Act and to \$100,000 in paragraph 18 of that subsection shall be deemed to be references to \$150,000; and
- (b) trading on a stock exchange in Ontario recognized by the Commission for the purposes of this Part and of which the foreign dealer is a member, where the trade is made as principal or as agent for,
 - (i) a designated institution,
 - (ii) an employee of the foreign dealer,
 - (iii) a non-resident, or
 - (iv) a vendor that is selling securities with aggregate net proceeds of disposition to the vendor of not less than \$150,000,

with another registered dealer that is a member of the stock exchange.

(2) No person may register as a foreign dealer.

(3) No company may register as a foreign dealer unless the company,

- (a) is incorporated under the laws of Canada or a province or territory of Canada;
- (b) is controlled by a non-resident that carries on the business of a dealer or underwriter in a country other than Canada; and
- (c) is a member of a stock exchange in Ontario recognized by the Commission for the purposes of this Part or is a member, branch office member or associate member of the Ontario District of the Investment Dealers' Association of Canada.

(4) The conditions of registration applicable to a foreign dealer and its salespersons and officers shall be those applicable to an investment dealer and its salespersons and officers, respectively. O. Reg. 347/87, s. 13, *part, revised*.

EXEMPTION

211. The Commission may exempt any person or company from

the requirements of any provision of this Part where it is satisfied that to do so would not be prejudicial to the public interest and, in granting such exemption, the Commission may impose such terms and conditions as are considered necessary. O. Reg. 345/87, s. 13, *part*.

PART XII DEALER OWNERSHIP RESTRICTIONS

INTERPRETATION

212.—(1) In this Part,

“non-resident” means,

- (a) an individual who is not a resident Canadian,
- (b) a company incorporated under the laws of a jurisdiction other than Canada or any province or territory of Canada,
- (c) a person, other than an individual, formed or created under the laws of a jurisdiction other than Canada or any other province or territory of Canada,
- (d) a person or company controlled, directly or indirectly, by a person or company or a combination of persons and companies referred to in clauses (a), (b) and (c) or any of them,
- (e) a person or company designated by the Commission as a non-resident in accordance with section 215,

but does not include a person or company designated by the Commission not to be a non-resident in accordance with section 215;

“parent company” means, in respect of a dealer, a company that beneficially owns all of the voting securities and participating securities of the dealer, or, where another company beneficially owns all of the voting securities and participating securities of that company, or any company in like relation thereto, the other company;

“participating security” means, in respect of a dealer, a security of the dealer that entitles the holder,

- (a) to a dividend or other distribution of assets, otherwise than by way of return of capital, at a rate that is not fixed either in amount or by formula,
- (b) to a dividend or other distribution of assets, otherwise than by way of return of capital, at a rate that is fixed by reference to a dividend or such a distribution of assets in respect of a security referred to in clause (a), or
- (c) to a dividend or other distribution of assets, otherwise than by way of return of capital, or to payment of interest, at a rate calculated by reference to the earnings, income or profits of the dealer, whether calculated on a before-tax or after-tax basis,

in any case, whether or not the security also entitles the holder to a dividend, a distribution of assets or payment of interest at a rate or in an amount that is otherwise fixed either in amount or by formula;

“resident Canadian” means an individual who is,

- (a) a Canadian citizen ordinarily resident in Canada,
- (b) a permanent resident within the meaning of the *Immigration Act* (Canada) and ordinarily resident in Canada, except a permanent resident who has been ordinarily resident in Canada for more than one year after the time at which the individual first became eligible to apply for Canadian citizenship, or
- (c) a Canadian citizen not ordinarily resident in Canada who is

a full-time employee of a company that is a subsidiary of a registered dealer of which more than 50 per cent of each class and series of the voting securities or participating securities are beneficially owned and over which control and direction are exercised by resident Canadians, where the principal reason for the residence outside Canada is to act as such an employee.

(2) This Part applies to underwriters as if a reference to a dealer were a reference to an underwriter.

(3) For the purposes of clause (d) of the definition of “non-resident”,

- (a) control includes control in fact, whether through another person or company or otherwise; and
- (b) a company or person, other than an individual, shall be deemed to be controlled if, directly or indirectly, a person or company or combination of persons and companies referred to in clauses (a), (b) and (c) of the definition, or any of them, beneficially own, or exercise control or direction over, more than 33⅓ per cent of any class or series of voting securities or participating securities of the company or person.

(4) For the purposes of this Part, a mutual life insurance company licensed under the *Insurance Act* that is incorporated under the laws of Canada or a province or territory of Canada and has its head office in Canada and at least 75 per cent of the directors of which are Canadian citizens ordinarily resident in Canada shall be deemed not to be a non-resident. O. Reg. 345/87, s. 13, *part*.

NON-RESIDENT OWNERSHIP

213.—(1) A registered dealer that is not an individual must be a company incorporated, or a person formed or created, under the laws of Canada or a province or territory of Canada.

(2) Subsection (1) does not apply to any international dealer or security issuer. O. Reg. 345/87, s. 13, *part*.

214. For the purposes of this Part,

- (a) a non-resident who is an individual shall be deemed to own beneficially all of the securities owned beneficially, or over which control or direction is exercised, by any other individual of the opposite sex to whom the non-resident is married or with whom the non-resident is living in a conjugal relationship outside marriage and any relative of the non-resident, or of that other individual, who has the same home as the non-resident; and
- (b) if a security is owned by more than one owner and one or more of the owners is a non-resident, the security shall be deemed to be wholly owned by the non-resident. O. Reg. 345/87, s. 13, *part*.

215. The Commission may vary the provisions of this Regulation as they apply to a person or company by designating the person or company to be a non-resident or not to be a non-resident where, in the opinion of the Commission, it is appropriate that the person or company be so designated because of the manner in which the person or company carries on its business. O. Reg. 345/87, s. 13, *part*.

216. The Commission shall not make any designation under section 215 without first giving the registered dealer and the person or company affected an opportunity to be heard. O. Reg. 345/87, s. 13, *part*.

NOTICE OF OWNERSHIP

217.—(1) A registered dealer that knows or has reason to believe that any person or company either alone or in combination with any other person or company is about to acquire, directly or indirectly,

beneficial ownership of, or to exercise control or direction over, 10 per cent or more of any class or series of voting securities of the dealer shall forthwith give written notice of such fact to the Commission together with the name of each person and company involved.

(2) A registered dealer that knows or has reason to believe that any person or company either alone or in combination with any other person or company has acquired, directly or indirectly, beneficial ownership of, or is exercising control or direction over, 10 per cent or more of any class or series of voting securities of the dealer shall forthwith give written notice of such fact together with the name of each person or company involved.

(3) Subsections (1) and (2) do not apply to a financial intermediary dealer, international dealer or securities issuer.

(4) Subsection (2) does not apply,

- (a) if notice in respect of the person or company or combination of persons and companies has been given previously under subsection (1);
- (b) if the facts that gave rise to the application of subsection (2) occurred before the 30th day of June, 1987. O. Reg. 345/87, s. 13, *part, revised*.

MISCELLANEOUS

218. The Commission may exempt any person or company from the requirements of any provision of this Part where it is satisfied that to do so would not be prejudicial to the public interest and in granting such exemption the Commission may impose such terms and conditions as are considered necessary. O. Reg. 345/87, s. 13, *part*.

PART XIII CONFLICTS OF INTEREST

INTERPRETATION

219.—(1) In this Part,

“connected issuer” means, in respect of a registrant, an issuer that has, or any related issuer of which has, any indebtedness to, or other relationship with, the registrant, a related issuer of the registrant, or a director, officer or partner of the registrant or a related issuer of the registrant, that, in connection with a distribution of securities of the issuer, is material to a prospective purchaser of the securities;

“designated institution” means a designated institution as defined in section 204;

“influence” means, in respect of a person or company, having the power, directly or indirectly, to exercise a controlling influence over the management and policies of the company or person, other than an individual, or the activities of an individual, whether alone or in combination with one or more other persons or companies and whether through the beneficial ownership of voting securities, through one or more other persons or companies or otherwise;

“networking arrangement” means an arrangement between a registrant (including a financial intermediary dealer) and a financial intermediary (whether or not a registrant) under which the registrant,

- (a) offers for sale or sells to the public a combination of securities and goods or services a portion of which consists of securities, goods or services issued or provided by the financial intermediary, or
- (b) co-operates with the financial intermediary in the joint offering for sale or sale of securities and goods or services, including by paying the financial intermediary or its

employees a commission for referring to the registrant a customer or client to whom the registrant sells securities or services,

but does not include trades in, or purchases of, securities of the financial intermediary by the registrant on the same basis on which the registrant trades in the securities of issuers other than financial intermediaries;

“registrant” does not include an officer, partner or salesperson of a registrant;

“related issuer” means, in respect of a person or company,

- (a) any other person or company that influences the person or company,
- (b) any other person or company that is influenced by the person or company,
- (c) any other person or company in like relation to a person or company referred to in clause (a) or (b) or any such other person or company, or
- (d) any other person or company designated by the Commission as a related issuer of the person or company in accordance with subsection 220 (1);

“security” includes, in respect of an issuer,

- (a) a put, call, option or other right or obligation to purchase or sell securities of the issuer, and
- (b) a security of any other issuer all or substantially all of the assets of which are securities of the issuer;

“selling group member” means a selling group member as defined in section 204;

“statement of policies” means a statement of policies prepared, revised or amended, and filed with the Commission, under section 223.

(2) For the purposes of the definition of “connected issuer” in connection with a distribution of securities of an issuer, indebtedness of the issuer or any other relationship with the issuer is material to a prospective purchaser of the securities if,

- (a) there is a likelihood that a reasonable prospective purchaser would consider the indebtedness or other relationship important under the circumstances in determining whether to purchase the securities; or
- (b) the indebtedness or other relationship under the circumstances may lead a reasonable prospective purchaser to question whether the registrant and the issuer are independent of each other,

whether or not the indebtedness or other relationship is a material fact.

(3) For the purposes of the definitions of “connected issuer” and “related issuer”, an issuer is not a connected issuer of a registrant or a related issuer of a registrant only by reason of the fact that the registrant, acting as an underwriter, owns securities of the issuer in the course of a distribution and in the ordinary course of business of the registrant.

(4) For the purposes of the definition of “influence” in respect of a company or person, other than an individual, any other person or company that, directly or indirectly and whether alone or in combination with one or more other persons or companies, beneficially owns or exercises control or direction over more than 20 per cent of any class or series of voting securities of the company or person, other than an individual, in the absence of evidence to the contrary,

shall be deemed to influence the company or person. O. Reg. 345/87, s. 13, *part*.

220.—(1) The Commission may vary the provisions of this Part as they apply to a person or company by designating the person or company to be a related issuer of a registrant where, in the opinion of the Commission, it is appropriate that the person or company be so designated because of the manner in which the person or company carries on its business with the registrant or any related issuer of the registrant.

(2) The Commission shall not make a designation under subsection (1) without first giving the registrant and the person or company affected an opportunity to be heard. O. Reg. 345/87, s. 13, *part*.

GENERAL DUTIES

221. Every registrant shall deal fairly, honestly and in good faith with its customers and clients. O. Reg. 345/87, s. 13, *part*.

222.—(1) Every officer, partner, salesperson and registered director of a registrant shall deal fairly, honestly and in good faith with the customers and clients of the registrant.

(2) No individual referred to in subsection (1) shall act on behalf of the registrant in connection with any transaction or other act of the registrant that is not in compliance with this Part. O. Reg. 345/87, s. 13, *part*.

STATEMENT OF POLICIES

223.—(1) Every registrant shall prepare and file with the Commission a statement of policies that contains,

- (a) a full and complete statement of the policies of the registrant regarding the activities in which it is prepared to engage as an adviser, dealer and underwriter in respect of securities of the registrant and related issuers of the registrant and, in the course of a distribution, of securities of connected issuers of the registrant;
- (b) a list of the related issuers of the registrant that are reporting issuers or that have distributed securities outside Ontario on a basis that, if they had done so in Ontario, would have made them reporting issuers;
- (c) a concise statement of the relationship between the registrant and each of the related issuers of the registrant referred to in clause (b); and
- (d) the following note, or an expanded version of it, in a conspicuous position and in bold face type not less legible than that used in the body of the statement of policies:

The securities laws of the Province of Ontario require securities dealers and advisers, when they trade in or advise with respect to their own securities or securities of certain other issuers to which they, or certain other parties related to them, are related or connected, to do so only in accordance with particular disclosure and other rules. These rules require dealers and advisers, prior to trading with or advising their customers or clients, to inform them of the relevant relationships and connections with the issuer of the securities. Clients and customers should refer to the applicable provisions of these securities laws for the particulars of these rules and their rights or consult with a legal adviser.

(2) A registrant shall provide to each of its customers and clients, free of charge, a copy of its statement of policies at the time at which the customer or client becomes a customer or client of the registrant.

(3) In the event of any significant change in the information

required to be contained in the statement of policies of a registrant, the registrant shall,

- (a) forthwith prepare and file with the Commission a revised version of, or amendment to, the statement of policies; and
- (b) provide to each of its customers and clients a copy of the revised version or amendment, as the case may be, either,
 - (i) within forty-five days of the filing, or
 - (ii) promptly after the first trade by the registrant with or on behalf of the customer or client or the first time at which the registrant acts as an adviser to the client, as the case may be,

whichever is earlier.

(4) Despite subsection (1), a registrant that does not engage in activities as an adviser, dealer or underwriter in respect of securities of the registrant or of related issuers of the registrant or, in the course of a distribution, in respect of the securities of connected issuers of the registrant, is not required to prepare or file a statement of policies if it files with the Commission a statement that it does not engage in such activities and an undertaking that it will not engage in such activities except in compliance with this Part. O. Reg. 345/87, s. 13, *part, revised*.

LIMITATIONS ON UNDERWRITING

224.—(1) No registrant shall act as an underwriter or selling group member in connection with a distribution of securities of the registrant or a related issuer or connected issuer of the registrant unless,

- (a) the distribution is made by means of a prospectus prepared and filed in accordance with the Act or other document that contains the information required by items 5, 30 and 31 of Form 12; and
- (b) in the case of a distribution made by means of a prospectus prepared and filed in accordance with the Act, the portion of the distribution underwritten by at least one other registrant in respect of which the issuer is not a related issuer or connected issuer is not less than the aggregate of the portions of the distribution underwritten by the registrant and each other registrant in respect of which the issuer is a related issuer or connected issuer.

(2) Clause (1) (a) does not apply in the case of,

- (a) a distribution, otherwise than by means of a prospectus prepared and filed in accordance with the Act, in which all of the purchasers are related issuers of the registrant purchasing as principal but not as underwriter; or
- (b) a distribution as referred to in clause 72 (7) (b) of the Act.

(3) Clause (1) (b) does not apply to a distribution in which all of the purchasers are related issuers of the registrant purchasing as principal but not as underwriter. O. Reg. 345/87, s. 13, *part*.

LIMITATIONS ON TRADING

225.—(1) No registrant, as principal or agent, shall,

- (a) trade in securities of the registrant or of any related issuer of the registrant with or on behalf of any customer of the registrant; or
- (b) purchase securities of the registrant or of any related issuer of the registrant from or on behalf of any customer of the registrant.

(2) Subsection (1) does not apply if,

- (a) before entering into a contract for the sale or purchase of the securities and before accepting payment or receiving any security or other consideration under or in anticipation of any such contract, the registrant makes to the customer a concise statement, either orally or in writing, of the relationship between the registrant and the issuer of the securities;
- (b) the customer is,
 - (i) a fully registered dealer that is trading or purchasing as principal, or
 - (ii) a related issuer of the registrant that is trading or purchasing as principal; or
- (c) the trade is a distribution other than as referred to in clause 72 (7) (b) of the Act. O. Reg. 345/87, s. 13, *part*.

CONFIRMATION AND REPORTING OF TRADES

226.—(1) The written confirmation required by subsection 36 (1) of the Act to be sent by a registrant in connection with a sale or a purchase of securities shall, in the case of a sale or a purchase of securities of the registrant or a related issuer of the registrant, or, in the course of a distribution, of securities of a connected issuer of the registrant, state that the securities are securities of the registrant, a related issuer of the registrant or a connected issuer of the registrant, as the case may be.

(2) If a registrant sends or delivers to a customer or client any report, other than the written confirmation referred to in subsection (1), of any trades in securities that the registrant has made with or on behalf of the customer or client, including any report of trades made by or at the direction of a registrant acting as a portfolio manager, such report shall, in respect of trades in securities of the registrant or a related issuer of the registrant, or, in the course of a distribution, in respect of securities of a connected issuer of the registrant, state that the securities are securities of the registrant, a related issuer of the registrant or a connected issuer of the registrant, as the case may be. O. Reg. 345/87, s. 13, *part*.

LIMITATIONS ON ADVISING

227.—(1) No registrant shall act as an adviser in respect of securities of the registrant or of a related issuer of the registrant or, in the course of a distribution, in respect of securities of a connected issuer of the registrant.

(2) Subsection (1) does not apply,

- (a) in case of a registrant, acting otherwise than as a portfolio manager, if the registrant, before advising the client, makes to the client a concise statement, either orally or in writing, of the relationship or connection between the registrant and the issuer of the securities;
 - (b) in the case of a registrant acting as a portfolio manager, if the registrant, before acquiring discretionary authority in respect of the securities and once within each twelve-month period thereafter,
 - (i) provides the client with the statement of policies of the registrant, and
 - (ii) secures the specific and informed written consent of the client to the exercise of the discretionary authority in respect of the securities; or
 - (c) if the client is a fully registered dealer or related issuer of the registrant.
- (3) For the purposes of subclause (2) (b) (ii),

- (a) a general power to invest in the discretion of the portfolio manager does not constitute specific consent; and
- (b) consent is only informed if the portfolio manager believes and has reasonable grounds for believing that it is informed. O. Reg. 345/87, s. 13, *part*.

LIMITATIONS ON RECOMMENDATIONS

228.—(1) No registrant shall in any medium of communication recommend, or co-operate with any other person in the making of a recommendation, that securities of the registrant or a related issuer of the registrant or, in the course of a distribution, that securities of a connected issuer of the registrant, be purchased, sold or held.

(2) Subsection (1) does not apply to a recommendation in a circular, pamphlet or similar publication that,

- (a) is published, issued or sent by the registrant and is of a type distributed with reasonable regularity in the ordinary course of its business;
- (b) includes in a conspicuous position, in type not less legible than that used in the body of such publication, a full and complete statement of the relationship or connection between the registrant and the issuer of the securities and of the obligations of the registrant under subsection (1) and this subsection;
- (c) includes information similar to that set forth in respect of the issuer of the securities in respect of a substantial number of the other persons or companies that are in the industry or business of the issuer of the securities; and
- (d) does not give materially greater space or prominence to the information set forth in respect of the issuer of the securities than to the information set forth in respect of any other person or company described therein.

(3) No registrant shall publish, issue or send any advertisement, notice or other similar publication in respect of securities of a related issuer of the registrant or, in the course of a distribution, in respect of securities of a connected issuer of the registrant, unless the publication states in a conspicuous position in bold face, twelve point type, or such larger type as is required to ensure its prominence in such publication, that the issuer of the securities is a related issuer of the registrant or a connected issuer of the registrant, as the case may be. O. Reg. 345/87, s. 13, *part*.

LIMITATIONS ON NETWORKING

229.—(1) A registrant that proposes to enter a networking arrangement with a financial intermediary, at least thirty days before entering the arrangement, shall give written notice to the Director providing all relevant facts to permit the Director to determine if the arrangement makes use of a means of offering for sale or selling securities, goods or services that is inconsistent with an adequate level of investor protection, or if the arrangement,

- (a) is likely to give rise to conflicts of interest; or
- (b) is likely to hinder a registrant in complying with the conditions of registration applicable to it.

(2) If, within thirty days of receipt of a notice under subsection (1), the Director gives a written notice of objection to the registrant, the registrant shall not enter the networking arrangement until the Director approves it.

(3) The registrant, following receipt of a notice of objection under subsection (2), may request the Director to hold a hearing on the matter. O. Reg. 345/87, s. 13, *part*.

EXCEPTIONS

230.—(1) This Part, other than sections 221 and 222, does not apply to any trading, purchasing of or advising with respect to, securities referred to in subsection 35 (2) of the Act (so long as registration is not required, except under Part XI, to trade in the securities).

(2) Sections 223 to 228 do not apply to a mutual fund dealer.

(3) Sections 224 and 225 do not apply in respect of a trade where the registrant neither solicits the trade nor advises the customer or client in respect of it.

(4) Sections 223, 225, 226 and 227, subsection 228 (1) and section 229 do not apply to an international dealer.

(5) Section 221 and subsection 222 (1) apply to a financial intermediary dealer, an international dealer and a security issuer and their respective directors, officers, partners and salespersons but only in respect of trading in, purchasing of, and advising with respect to, securities. O. Reg. 345/87, s. 13, *part*.

MISCELLANEOUS

231. A registrant shall file with the Commission such reports as to its activities in respect of its securities and of the securities of related issuers and connected issuers of the registrant as the Commission from time to time may require. O. Reg. 345/87, s. 13, *part*.

232. The obligations imposed by sections 221 and 222 on a registrant or any officer, partner, salesperson or director of a registrant are not necessarily satisfied solely by virtue of compliance with the other applicable provisions of this Part. O. Reg. 345/87, s. 13, *part*.

233. The Commission may exempt a registrant from the requirements of any provision of this Part where it is satisfied that to do so would not be prejudicial to the public interest and in granting such exemption the Commission may impose such terms and conditions as are considered necessary. O. Reg. 345/87, s. 13, *part*.

Schedule 1

1. In this Schedule,

“anniversary date” means the date of the first anniversary of the granting of a registration or a renewal of a registration, as the case may be;

“total regulatory capital” means,

- (a) if the applicant is, or after registration will be, required to file with the Commission a completed Form 9, the aggregate of lines 76, 77, 78, 80, 81 and 82 in Statement A in Part I of that form; and
- (b) if the applicant is not an applicant described in clause (a), the aggregate of lines 76, 77, 78, 80, 81 and 82 of Statement A in Part I of Form 9, the amount receivable on demand under a standby subordinated loan agreement with a bank listed in Schedule I or II to the *Bank Act* (Canada) and the noncurrent portion of capitalized leases.

2.—(1) Every application for registration as a dealer, regardless of the number of categories of registration to which the application relates, shall be accompanied by a fee equal to the aggregate of,

- (a) the greater of,
 - (i) \$750, and
 - (ii) an amount equal to the aggregate of,
 - (A) 0.12 per cent of the first \$50,000,000 of total regulatory capital of the applicant, and

(B) 0.06 per cent of the total regulatory capital in excess of \$50,000,000 of the applicant;

- (b) \$100 for each proposed branch office of the applicant in Ontario at the date of the application; and
- (c) \$300 for each proposed salesperson, partner and officer of the applicant at the date of the application except the fee is \$200 where the applicant is applying at the same time to become,
 - (i) a member of The Toronto Stock Exchange,
 - (ii) a member of the Investment Dealers Association of Canada,
 - (iii) a mutual fund dealer, or
 - (iv) a scholarship fund dealer.

(2) Every application for renewal of registration as a dealer shall be accompanied by a fee equal to the aggregate of,

- (a) the greater of,
 - (i) \$750, and
 - (ii) an amount equal to the aggregate of,
 - (A) 0.12 per cent of the first \$50,000,000 of total regulatory capital of the applicant, and
 - (B) 0.06 per cent of the total regulatory capital in excess of \$50,000,000 of the applicant;
- (b) \$100 for each branch office of the applicant in Ontario at the date of the application;
- (c) \$100 for each amendment of registration as a dealer since the granting of registration or the preceding anniversary date of the applicant, whichever date is later; and
- (d) \$300 for each salesperson, partner and officer of the applicant at the anniversary date of the dealer, except the fee is \$200 where the dealer is,
 - (i) a member of The Toronto Stock Exchange,
 - (ii) a member of the Investment Dealers Association of Canada,
 - (iii) a mutual fund dealer, or
 - (iv) a scholarship fund dealer.

(3) Every application for registration as a salesperson, partner or officer of a registered dealer shall be accompanied by a fee of \$300, except the fee is \$200 where the registered dealer is,

- (a) a member of The Toronto Stock Exchange;
- (b) a member of the Investment Dealers Association of Canada;
- (c) a mutual fund dealer; or
- (d) a scholarship plan dealer.

3.—(1) Every application for registration as an adviser, regardless of the number of categories of registration to which the application relates, shall be accompanied by a fee equal to the aggregate of,

- (a) \$750;

- (b) \$100 for each proposed branch office of the applicant in Ontario at the date of the application; and
- (c) \$300 for each proposed partner and officer of the applicant at the date of the application.

(2) Every application for renewal of registration as an adviser shall be accompanied by a fee equal to the aggregate of,

- (a) \$750;
- (b) \$100 for each branch office of the applicant in Ontario at the date of the application;
- (c) \$100 for each amendment of registration as an adviser since the granting of registration or the preceding anniversary date of the applicant, whichever date is later; and
- (d) \$300 for each partner or officer of the adviser at the anniversary date of the applicant.

(3) Every application for registration as a partner or officer of a registered adviser shall be accompanied by a fee of \$300.

4.—(1) Every preliminary prospectus or *pro forma* prospectus, as the case may be, shall be accompanied by a fee of \$250 for each issuer or securityholder distributing securities thereunder.

(2) In addition to any fee payable under subsection (1), where the issuer of the securities is a natural resource company, a fee of \$50 shall be paid for each report relating to the property of the issuer that is filed in relation to the preliminary prospectus.

(3) Every prospectus, other than a prospectus relating to securities to be distributed continuously, shall be accompanied by a fee equal to the amount, if any, by which 0.03 per cent of the total maximum gross proceeds to be realized from the distribution under the prospectus exceeds the fee payable under subsection (1).

(4) Where an issuer or a securityholder has filed a prospectus relating to securities to be distributed continuously and a fee in relation to a preliminary or *pro forma* prospectus has been paid under subsection (1), a fee equal to the amount, if any, by which 0.03 per cent of the total gross proceeds realized in Ontario from the distribution under the prospectus, including any securities distributed pursuant to the reinvestment of dividends or the distribution of income or capital gains, or both, exceeds the fee paid under subsection (1), shall be payable on the earlier of,

- (a) the date a renewal prospectus relating to the securities is filed by the issuer or the securityholder, as the case may be; and
- (b) twelve months from the date of the most recently filed prospectus relating to the securities.

(5) For purposes of adjusting the fee paid under subsection (3), the issuer or securityholder may file, not more than twelve months after the date of the prospectus or the date of the withdrawal of the preliminary prospectus, as the case may be, a written notice of the total gross proceeds realized in Ontario from the distribution under the prospectus.

(6) Upon receipt of a written notice under subsection (5), the Director shall authorize a refund of the excess of the fee originally paid under subsection (3) over the fee that would have been payable had the total gross proceeds realized in Ontario from the distribution been used in making the calculation in subsection (3).

5.—(1) Every amendment to a prospectus, other than a prospectus relating to securities to be distributed continuously, shall be accompanied by a fee equal to the aggregate of,

- (a) \$100; and

- (b) 0.03 per cent of the total maximum gross proceeds to be realized from any additional securities to be distributed under the prospectus as a result of the amendment.

(2) Every amendment to a prospectus relating to securities to be distributed continuously shall be accompanied by a fee of \$100.

(3) In addition to any fee payable under subsection (1) or (2), as the case may be, where an amendment to a prospectus is accompanied by a report relating to the property of the issuer or by financial statements, a fee of \$50 shall be paid for each report or the financial statements, as the case may be, that are filed with the amendment.

(4) For purposes of adjusting the fee paid under subsection (1), the issuer or securityholder may file, not more than twelve months after the date of the prospectus to which the amendment relates, a written notice of the total gross proceeds realized in Ontario from the distribution of the additional securities.

(5) Upon receipt of a written notice under subsection (4), the Director shall authorize a refund of the excess of the fee originally paid under subsection (1) over the fee that would have been payable had the total gross proceeds realized in Ontario from the distribution of the additional securities been used in making the calculation in subsection (1).

6. The annual financial statements filed by each reporting issuer under section 78 of the Act shall be accompanied by a fee of \$100, except that where the reporting issuer has securities listed and posted for trading on a stock exchange in Canada, the fee is \$250.

7. Every annual information form filed by an issuer, other than a mutual fund, shall be accompanied by a fee of \$1,000.

8.—(1) Every written notice given to the Commission under clause 72 (1) (b) of the Act, other than a notice relating to a dividend or interest reinvestment plan or stock dividend plan, shall be accompanied by a fee equal to the greater of,

- (a) \$250; and
- (b) 0.03 per cent of the total maximum gross proceeds to be realized upon the securities to be transferred or issued pursuant to the exercise of the rights to which the notice relates being fully taken up.

(2) Every written notice given to the Commission under clause 72 (1) (h) of the Act relating to a dividend or interest reinvestment plan or stock dividend plan shall be accompanied by a fee of \$250.

(3) For purposes of adjusting the fee paid under subsection (1), the issuer may file, not more than twelve months after the date of the written notice given to the Commission under clause 72 (1) (h) of the Act, a written notice of the total gross proceeds realized in Ontario from the transfer or issuance of the securities pursuant to the exercise of the rights.

(4) Upon receipt of a written notice under subsection (3), the Director shall authorize a refund of the excess of the fee originally paid under subsection (1) over the fee that would have been payable had the total gross proceeds realized in Ontario from the transfer or issuance of the securities pursuant to the exercise of the rights been used in making the calculation in subsection (1).

9. Every Form 20 shall be accompanied by a fee equal to the aggregate of,

- (a) \$50; and
- (b) 0.015 per cent of the total gross proceeds realized in Ontario from the distribution of the securities to which the Form 20 relates.

10. Every prospecting syndicate agreement shall be accompanied by a fee of \$100.

11. Every application for recognition as an exempt purchaser or renewal of recognition as an exempt purchaser shall be accompanied by a fee of \$250.

12.—(1) Every application to the Commission under section 74 of the Act shall be accompanied by a fee of \$250.

(2) In addition to the fee payable under subsection (1), where the application relates to a proposed distribution of securities, a fee equal to the greater of,

(a) \$250; and

(b) 0.015 per cent of the total maximum gross proceeds to be realized from the distribution of the securities to which the application relates,

is payable upon the filing of the application.

(3) For purposes of adjusting the fee paid under subsection (2), the applicant may file, not more than twelve months after the date of the ruling under section 74 of the Act to which the application relates or the date of the withdrawal or denial of the application, as the case may be, a written notice of the total gross proceeds realized in Ontario from the distribution of the securities pursuant to the ruling.

(4) Upon receipt of a written notice under subsection (3), the Director shall authorize a refund of the excess of the fee originally paid under subsection (1) over the fee that would have been payable had the total gross proceeds realized in Ontario from the distribution of the securities to which the application relates been used in making the calculation in subsection (1).

13.—(1) Every take-over bid circular or issuer bid circular filed with the Commission shall be accompanied by a fee of \$500.

(2) In addition to the fee payable under subsection (1), where the take-over bid circular or issuer bid circular relates to a securities exchange take-over bid or securities exchange issuer bid, as the case may be, a fee of 0.015 per cent of the total value of the securities distributed in Ontario pursuant to the bid is payable not later than thirty days following termination of the bid.

(3) Every application to the Commission under section 100 of the Act shall be accompanied by a fee of \$250.

14.—(1) Subject to subsection (2), every application to the Commission under section 80 or 121 of the Act shall be accompanied by a fee of \$250.

(2) There shall be no fee for an application to the Commission by an inactive reporting issuer for an order under subclause 80 (b) (iii) of the Act.

15. Every application to the Commission under subsection 72 (8) of the Act shall be accompanied by a fee of \$50.

16.—(1) Subject to subsection (2), every application or request to the Commission or the Director that is not otherwise provided for in this Schedule shall be accompanied by a fee of \$250.

(2) No fee is required in respect of,

(a) a request under subsection 38 (3) of the Act;

(b) a request for consent to the release of securities from, or the transfer of securities within, escrow;

(c) an application for amendment of registration as a salesperson of a registered dealer or as a partner or officer of a registered dealer or a registered adviser; and

(d) any matter which does not require the formal consent or approval of the Commission or the Director.

17. The fee for an examination by a person appointed under section 18 of the Act of,

(a) the financial affairs of a registrant or a reporting issuer; or

(b) the books and records of a custodian of assets of a mutual fund or of a custodian of shares or units of a mutual fund under a custodial agreement or other arrangement with a person or company engaged in the distribution of shares or units of the mutual fund,

is an amount equal to the amount paid by the Commission for the examination but not exceeding \$750 per day per person.

18. Every notice to the Commission under subsection 8 (2) of the Act shall be accompanied by a fee of \$50.

19. Where a statement referred to in section 139 of the Act is certified for a person or company by the Commission or a member of the Commission or by the Director, the fee is \$50 plus 50 cents per page photocopied where the statement includes photocopies of documents required to be made available for public inspection.

20. Where a decision, document, record or thing referred to in section 10 of the Act is certified for a person or company, the fee is \$50 plus 50 cents per page photocopied for the purpose of the certificate.

21. The fee for photocopying is 50 cents per page photocopied.

22. The fee for transcripts is \$2.50 per page, except that where the transcripts have been prepared on an expedited basis, the fee is \$3.00 per page. O. Reg. 383/86, s. 2.

Form 1

Securities Act

SUMMONS TO A WITNESS BEFORE A PERSON APPOINTED UNDER SECTION OF THE ACT

RE:

TO:

You are hereby summoned and required to attend before me at an examination to be held at in the

..... of on day the day of

....., 19..... at the hour of o'clock in the

..... noon (local time), and so from day to day until the examination is concluded to give evidence on oath in connection with an investi-

gation ordered by

and to bring with you and produce at such time and place

Dated this day of, 19.....

ONTARIO SECURITIES COMMISSION

.....
(Signature)

Name

Title

R.R.O. 1980, Reg. 910, Form 1.

Form 2*Securities Act***AFFIDAVIT OF SERVICE**

Province of Ontario)
) IN THE MATTER OF THE
) *SECURITIES ACT*
)
 of)
) AND
)
) IN THE MATTER OF
)
)

I, of the
 of in the
 of, make oath and say that:

1. I did on the day of
 19..... personally serve
 at about with a true copy of the
 summons annexed hereto by delivering the same to and leav-
 ing the same with at the
 of in
 the of
2. I did at the same time and place produce and pay the sum of
 Dollars conduct money.
3. To effect such service I necessarily travelled
 miles.

SWORN before me at the)
 of in the)
 of, this) (signature)
 day of, 19.....)

A Commissioner, etc.

R.R.O. 1980, Reg. 910, Form 2.

Form 3*Securities Act***APPLICATION FOR REGISTRATION AS DEALER,
ADVISER OR UNDERWRITER**

NOTE: Should any space be insufficient for your answers, a statement
 may be attached and marked as an exhibit cross-referencing each
 statement to the item to which it pertains provided it is initialled by
 the applicant and the Commissioner taking the affidavit.

Application is made for registration under the *SECURITIES ACT*

in the category of

1. (a) Name of Applicant

(b) Head Office Business Address

Telephone No: Postal Code

(c) Address for service in Ontario

Telephone No: Postal Code

2. The applicant maintains accounts at the following bank(s):

(State bank and branches through which business is trans-
acted)

3. Is applicant applying for registration of any branch offices?

If so, state addresses:

Instruction: Answer "Yes" or "No" to the following questions. If
 "Yes" give particulars.

4. Has the applicant, or to the best of the applicant's informa-
 tion and belief, has any affiliate of the applicant,

(a) been registered in any capacity under any *Securities*
Act of Ontario?

(b) applied for registration, in any capacity, under any
Securities Act of Ontario?

5. Is the applicant, or to the best of the applicant's informa-
 tion and belief, is any affiliate of the applicant, now, or has
 any such person or company been,

(a) registered or licensed in any capacity in any other
 province, state or country which requires registration
 or licensing to deal or trade in securities?

(b) registered or licensed in any other capacity in
 Ontario or any other province, state or country
 under any legislation which requires registration or
 licensing to deal with the public in any capacity?(e.g.
 as an insurance agent, real estate agent, used car
 dealer, mortgage broker, etc.)

(c) refused registration or a licence mentioned in 5 (a)
 or (b) above or has any registration or licence been

suspended or cancelled in any category mentioned in

5 (a) or (b) above?

- (d) denied the benefit of any exemption from registration provided by any *Securities Act* of Ontario, or similar exemption provided by securities acts or regulations of any other province, state or country?

.....

.....

6. Is the applicant, or to the best of the applicant's information and belief, is any affiliate of the applicant, now, or has any such person or company been,

- (a) a member of any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in any province, state or country?

.....

- (b) refused membership in any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in

any province, state or country?

.....

- (c) suspended as a member of any Stock Exchange, Association of Investment Dealers, Investment Bankers, Brokers, Broker-Dealers, or similar organization, in any province, state or country?

.....

7. Has the applicant, or to the best of the applicant's information and belief, has any affiliate of the applicant, operated under, or carried on business under, any name other than the name shown in this application?

.....

.....

8. Has the applicant, or to the best of the applicant's information and belief, has any affiliate of the applicant,

- (a) ever been convicted under the law of any province, state or country, excepting minor traffic violations?

.....

.....

Is there currently an outstanding charge or indictment against the applicant or affiliate?

Instruction: Question 8 (a) refers to all laws, e.g. Criminal, Immigration, Customs, Liquor, etc. of any province, state or country in any part of the world.

- (b) ever been the defendant or respondent in any proceedings in any civil court in any jurisdiction in any part of the world wherein fraud was alleged?

- (c) at any time declared bankruptcy, or made a voluntary assignment in bankruptcy? (If "Yes", give particulars and also attach a certified copy of discharge.)

.....

- (d) ever been refused a fidelity bond?

.....

9. Set out in the space provided, the name of the applicant, or the name of and position held by each officer or partner of the applicant seeking or holding registration. NOTE: an underwriter may not trade with the public.

Names of persons who will act	Office Held	Names of persons who will act	Office Held
(Give full given names)		(Give full given names)	
1.		5.	
2.		6.	
3.		7.	
4.		8.	

10. Attach and mark as an exhibit:

- (a) a completed Form 4 for each partner or officer of the applicant seeking or holding registration, unless the information required by Form 4 has previously been filed by such person and remains unchanged;
- (b) for each person or company who is a partner, officer or director of the applicant and not referred to in clause (a), the information required by Form 4 excluding questions 4, 7 and 10 and Part D thereof unless such information has previously been filed with the Commission and remains unchanged; and
- (c) in the case of applicants for registration as investment counsel only, a letter from each person who, on behalf of the applicant will give investment advice, outlining directly related experience of such person so as to justify designation by the Director of such person to so act.

11. A—Capitalization of a Company:

Other than a Security Issuer, complete below or attach marked as an exhibit to the application a statement containing the information called for below, to provide information with respect to the financial structure and control of the applicant company.

- (a) The authorized and issued capital of the company, stating:

	Preferred Shares (State number of shares and dollar value)	Common Shares (State number of shares and dollar value)
(1) authorized capital	Shares \$	Shares \$
(2) issued		
(3) total dollar value of other securities:		
(i) Bonds		
(ii) Debentures		
(iii) Any other loans, state source and maturity dates		
	\$	\$
	TOTAL \$	

- (b) The names, addresses and usual place of residence of registered, and direct, and indirect, beneficial owners of each class of security or obligation issued, and, if a trust is the beneficial owner, the names, addresses and usual place of residence of each person or company having a beneficial interest in the trust, and the nature and extent of the holdings and percentage of interest attributable to each securityholder, lender or *cestui que* trust (beneficiary).

- (c) State name and address of every depository holding any of the assets of the company:

Instruction: Answer "Yes" or "No" to the following questions. If "Yes" give particulars.

- (d) Has any person or company undertaken to act as a guarantor in relation to the financial or other undertakings of the applicant?

- (e) Has a subordination agreement been executed by the creditor(s) in relation to loans owing by the applicant?

- (f) Is there any person or company whose name is not disclosed in the statement called for by (b) above who has any direct or indirect interest in the applicant, either beneficially or otherwise?

B—Capitalization of a Partnership or Proprietorship:

Attach, marked as an exhibit to the application, a statement containing the information called for below with respect to the assets of the partnership or proprietorship, and demonstrate therein the degree of control (voting power) of each of the participants in the applicant.

- (a) Amount of paid-in capital \$
- (b) Description of the assets:
- (c) State name and address of every depository holding any of the assets:
- (d) Source, amount and maturity date of any obligations owing by the partnership, if any: (Where applicable, give names and addresses of creditors.)

Instruction: Answer "Yes" or "No" to the following questions. If "Yes" give particulars.

- (e) Has any person or company undertaken to act as guarantor in relation to the financial or other undertakings of the applicant?
- (f) Has a subordination agreement been executed by the creditor(s) in relation to loans owing by the applicant?
- (g) Is there any person or company whose name is not disclosed above who has any interest in the applicant, either beneficially or otherwise?

DATED at
(name of applicant)

this ... day of ..., 19..... By
(signature of
applicant,
partner or officer)
.....
(official capacity)

AFFIDAVIT

IN THE MATTER OF THE SECURITIES ACT

Province of Ontario) I,
) (name in full)
 of)
 To Wit:) of the
) in the County of
)
)

MAKE OATH AND SAY:

1. I am the applicant (or a partner or officer of the applicant) herein for registration and I signed the application.
2. The statements of fact made in the application are true.

SWORN before me at the)
in the of)
this day of 19.....) (Signature)

(A Commissioner, etc.)

Form 4*Securities Act***Uniform Application for
Registration/Approval****Canadian Securities and
Commodity Futures Legislation****General Instructions**

1. This form is to be used by every individual seeking registration or approval from a Canadian Securities Commission or similar authority and/or a self-regulatory organization, or submitting an application for registration or approval as a partner, director or officer of a dealer, broker or adviser to a Canadian Securities Commission or similar authority.
2. This form may also be used by any individual submitting an application for registration as a dealer, broker or adviser to a Canadian Securities Commission or similar authority.
3. All applicable questions must be answered. Failure to do so may cause delays in the processing of the application form.
4. This form and all attachments added thereto *must be typewritten*. Any form or attachment completed by any other means may be considered not properly filed.
5. All attachments pertaining to any question must be made exhibits to the form and each one must be so marked. *All signatures must be originals*. The Commissioner of Oaths before whom the application is sworn, as well as the applicant, is required to initial all attachments.
6. In completing the application, applicants should seek advice from an authorized officer of the sponsoring firm or from a legal adviser, if necessary.
7. Number of originally-signed copies of the form to be filed with the self-regulatory organization and/or Securities Commission or similar authority varies from province to province. If unsure of the procedure, please consult the Registration Department of the self-regulatory organization through which you are applying or the applicable Securities Commission, or similar authority.
8. Applicants for registration in Quebec need only disclose information for the past 10 years in respect of Questions 15B), 15D), 17A), 17B), 18 and 19.

FOR INTERNAL USE ONLY

Confirmation of Question 7	Other Confirmation
Application approved by	Date

1. APPLICANT:

Last Name	First, Second & Third Names
Residential address (with postal code)	Area Code: Telephone:
Address for service in province of registration (with postal code)	Social insurance number (not required for applications in Ontario)
Present position in the firm	Commenced employment on <u>Day</u> <u>Month</u> <u>Year</u>

2. FIRM:

Name	Area Code: Telephone:
Address where applicant will be working (street, city, province, postal code)	

3. TYPE OF REGISTRATION OR APPROVAL REQUESTED:

INSTRUCTION: Check **ALL** applicable boxes to indicate the registration or approval requested. The "Types of Registration or Approval Requested" have the meaning attributed to them in the applicable securities act, commodity futures act, or regulation and in by-laws,

rules and regulations of exchanges, the Investment Dealers Association of Canada and other self-regulatory organizations. Applicants filing for restricted registration should file under OTHER, specifying the nature of the restricted registration applied for.

REGISTERED REPRESENTATIVE OR SALESPERSON REGISTRATION:	OTHERS:
<input type="checkbox"/> Securities	<input type="checkbox"/> Partner
<input type="checkbox"/> Commodity Futures	<input type="checkbox"/> Director
<input type="checkbox"/> Commodity Futures Options	<input type="checkbox"/> Officer (title)
<input type="checkbox"/> Options	— Trading <input type="checkbox"/>
<input type="checkbox"/> Mutual Funds	— Non-Trading <input type="checkbox"/>
<input type="checkbox"/> Floor Trader—Securities <input type="checkbox"/>	— Counselling <input type="checkbox"/>
— Commodity Futures <input type="checkbox"/>	<input type="checkbox"/> Branch Manager
<input type="checkbox"/> Individual Member	<input type="checkbox"/> Director, Investor, or Officer of approved affiliated company (delete designation not applicable)
<input type="checkbox"/> Scholarship Plans	<input type="checkbox"/> Industry Investor
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Non-Industry Investor
	<input type="checkbox"/> Portfolio Manager
	<input type="checkbox"/> Designated/Alternate Registered Options Principal
	<input type="checkbox"/> Designated/Alternate Registered Futures Principal
	<input type="checkbox"/> Designated/Alternate Registered Futures Option Principal
	<input type="checkbox"/> Other (specify)

4. APPLYING FOR REGISTRATION/APPROVAL FROM THE FOLLOWING:

INSTRUCTION: Check all appropriate boxes to indicate the Canadian Securities Commissions or similar authority and/or self-regulatory organizations with which the applicant is seeking registration or approval.

SECURITIES COMMISSIONS OR SIMILAR AUTHORITIES			
<input type="checkbox"/> Alberta	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> Quebec
<input type="checkbox"/> British Columbia	<input type="checkbox"/> Newfoundland	<input type="checkbox"/> Ontario	<input type="checkbox"/> Saskatchewan
<input type="checkbox"/> Manitoba	<input type="checkbox"/> Northwest Territories	<input type="checkbox"/> Prince Edward Island	<input type="checkbox"/> Yukon Territory

SELF-REGULATORY ORGANIZATIONS	
<input type="checkbox"/> Alberta Stock Exchange	<input type="checkbox"/> Toronto Stock Exchange
<input type="checkbox"/> Investment Dealers Association of Canada	<input type="checkbox"/> Vancouver Stock Exchange
<input type="checkbox"/> Montreal Exchange	<input type="checkbox"/> Winnipeg Commodity Exchange
<input type="checkbox"/> Toronto Futures Exchange	<input type="checkbox"/> Winnipeg Stock Exchange
	<input type="checkbox"/> Other (specify)

5. PERSONAL DESCRIPTION OF APPLICANT:

(A)

DATE OF BIRTH Day Month Year		PLACE OF BIRTH City		Province	Country	Sex
Height	Weight	Colour of eyes	Colour of hair	Name of spouse & nature of his/her employment		
Citizenship		If NOT a Canadian citizen, answer question 5 (B) below				

(B)

Are you a permanent resident?	Number of years of continuous residence in Canada	Passport			
		Country	Place of issue	Date of issue	Number

6. PHOTOGRAPH:

INSTRUCTION: Attach hereto two copies of a black and white photograph, full face, showing a true likeness of the applicant as the applicant now appears and *taken within the last 6 months*; they must measure 2" × 2", be of passport quality and bear on the back the date on which the photographs were taken, *the signature of the applicant and that of the Commissioner of Oaths or that of an officer, director, partner or branch manager of the sponsoring firm.*

7. EDUCATION:
(A)

INSTRUCTION: State the last school attended in each level.	Degree or Diploma	Date Obtained
High School or Secondary Level		
Post-Secondary, College, CEGEP or University		
Professional Education		
Other		

Have you successfully completed:

	Yes	No	Exempt*	Date Completed
Canadian Securities Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination based on Manual for Registered Representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partners/Directors/Officers Qualifying Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Investment Finance (course 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.C.S.I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chartered Financial Analyst Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualifying Examination for Registered Options Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Options Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Investment Funds Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Commodity Futures Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Commodity Futures Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Futures Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commodity Supervisors Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Branch Managers Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)

*If you have been granted exemption, attach full particulars.

(B) Have you *ever* applied for and been refused exemptions from any of the above listed examination requirements? (If so, give particulars as an attachment).

8. EMPLOYMENT HISTORY:

A) The following information constitutes full disclosure of your business activities, including any periods of self-employment and unemployment, for 10 years immediately prior to the date of this application, excluding any summer employment while a full-time student, but including *all* securities or commodities industry employment during and prior to the ten-year period.

Name and address of employer	Name and title of immediate superior	Nature of employment and duties of applicant	Reasons for leaving	FROM mo. yr.	TO mo. yr.
PRESENT:					
PREVIOUS:					

B)

Have you *ever* been discharged by an employer for cause?
(If so, give particulars as an attachment).

9. RESIDENTIAL HISTORY: (give all home addresses for the past 10 years)

Include street, city, province & postal code	FROM		TO	
	mo.	yr.	mo.	yr.
PRESENT:				
PREVIOUS:				

10. REFERENCES:

Give three names as references, excluding relatives and persons associated with the sponsoring firm. References must include a bank or trust corporation at which you have an account (give account number).

Name	Firm Name	Business Address (with postal code) and Telephone (with area code)	Occupation

Account No. as reference bank or trust corp.:

Note: Account No. need not be given if this form is accompanied by a reference from a bank or trust corp. with which the applicant has an account.

ANSWER "YES" OR "NO" TO EACH OF QUESTIONS 11 TO 12 INCLUSIVE. IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES", COMPLETE DETAILS *MUST BE ATTACHED BY WAY OF EXHIBIT.*

tered and the dates of registration. State whether the registration is currently in effect.

.....
.....

11. CHANGE OF NAME:

INSTRUCTION: Name changes resulting from marriage, divorce, court order or any other process should be listed here giving appropriate dates.

Have you *ever* had, used, operated under, or carried on business under any name other than the name mentioned in Question 1 of this form, or have you ever been known under any other name?

.....

B) Are you now, or have you *ever* been a partner, shareholder, director or officer of any company or of a partnership which has been registered or licensed, or is now registered or licensed (except as an issuer if you are or have been solely a shareholder) in any capacity under any act or regulation thereto, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?

C) Are you now or have you *ever* been registered or licensed, or applied for registration or a licence, under any legislation which requires registration or licensing to deal with the public, in any capacity *other than trading in securities, commodities or commodity futures contracts* in any province, territory, state or country?

12. PRIOR REGISTRATION OR LICENSING:

A) Are you now, or have you *ever* been registered or licensed, or applied for registration or a licence in any capacity under any act or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?

List all authorities with whom you were regis-

QUESTIONS 13 TO 18 INSTRUCTION: In answering Questions 13 to 18, and particularly Question 15, you may need assistance from an authorized officer of the sponsoring firm or from a legal adviser. Full details are required as attachments in respect of any question to which the applicant answers yes. These details must include the circum-

stances, the relevant dates, the names of the parties involved and the final determination if known.

- C) *Ever* been the subject of disciplinary action undertaken by any authority as described in Question 14A)?

13. REFUSAL, SUSPENSION, CANCELLATION OR DISCIPLINARY MEASURE:

- A) Have you *ever* been refused registration or a licence, or has your registration or licence been suspended or cancelled, under any act or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?
- B) Are you now, or have you *ever* been a partner, shareholder, director or officer of a company or of a partnership which has, during the time of your association with it, been refused registration (except a registration as an issuer if you are or have been solely a shareholder) or a licence, or whose registration has been suspended or cancelled under any act, or regulation thereof, regulating trading in securities, commodities or commodity futures contracts of any province, territory, state or country?
- C) Have you *ever* been refused registration or a licence, or has your registration or licence been suspended or cancelled, under any legislation which requires registration or licensing to deal with the public in any capacity *other than trading in securities, commodities or commodity futures contracts* in any province, territory, state or country?
- D) Have you been denied the benefit of any exemption from registration or licensing provided by any act or regulation thereto regulating trading in securities, commodities or any commodity futures contracts of any province, territory, state or country?
- E) Has any prior or current registration or licensing to deal or trade in securities, commodities or commodity futures contracts held by you or any partnership or company of which you were at the time of such event a partner, officer or director or holder of voting securities carrying more than 5 per cent of the votes carried by all outstanding voting securities *ever* been the subject of disciplinary action undertaken by any authority regulating or supervising trading in securities, commodities, or commodity futures contracts?

14. SELF-REGULATORY ORGANIZATIONS:

Have you or has any partnership or company at which you are or were at the time of such event a partner, director, officer or holder of voting securities carrying more than 5 per cent of the votes carried by all outstanding voting securities:

- A) *Ever* been a member of any stock exchange, commodities exchange, commodity futures exchange, association of investment dealers, investment bankers, brokers, broker-dealers, mutual fund dealers, commodity futures dealers, investment counsel, other professional association or any similar organization in any province, territory, state or country?
- B) *Ever* been refused registration or licensing or approval for membership or approval in any other capacity by/in any of the institutions or associations described in Question 14A)?

15. OFFENCES UNDER THE LAW:

INSTRUCTION: Offences under such federal statutes as the *Income Tax Act* (Canada) and the *Immigration Act* (Canada) constitute criminal offences and must be disclosed when answering this question. It should be noted that pleas or findings of guilt for impaired driving are *Criminal Code* (Canada) matters and must be disclosed. Where you have pleaded guilty or been found guilty of an offence, such offence must be reported even though an absolute or conditional discharge has been granted.

You are not required to disclose any offence for which a pardon has been granted under the *Criminal Records Act* (Canada) and such pardon has not been revoked. Under such circumstances, the appropriate response would be: "No".

If you are in doubt as to previous dealings you have had with law enforcement agencies and the applicability of this question with respect to such encounters, you should obtain the advice of an authorized officer of your sponsor or a legal adviser.

A) Past Offences Involving Securities or Commodities—

Have you *ever* pleaded guilty or been found guilty under any law of any province, territory, state or country of any offence relating to trading in securities, commodities, commodity futures contracts or options or with the theft thereof, or with any related offence, or been a party to any proceedings taken on account of fraud arising out of any trade in or advice in respect thereof?

B) Past Offences Involving Other Criminal Offences or Contraventions—

Have you *ever* pleaded guilty or been found guilty under any law of any province, territory, state or country for contraventions or other criminal offences not noted in A) above?

C) Current Charges or Indictments—

Are you *currently* the subject of a *charge or indictment*, under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in A) or B) above (see also instructions above)?

D) Partnership or Company Offences or Current Charges or Indictments—

Has any partnership or company of which you are or were at the time of such event a partner, officer, director or a holder of voting securities carrying more than 5 per cent of the votes carried by all outstanding voting securities, *ever* pleaded guilty or been found guilty, or is any such partnership or company currently the subject of a *charge or indictment*, under any law of any province, territory, state or country for contraventions, criminal offences or other conduct of the type described in A) or B) above (see also instructions above)?

16. CIVIL PROCEEDINGS:

Has any claim been made successfully or, to your knowledge, is any claim pending in any civil proceedings before a court or other tribunal in any province, territory, state or country which was, or is based in whole or in part on fraud, theft, deceit, misrepresentation or similar conduct?

A) Against you?

B) Against any partnership or company of which you are or were at the time of such event, or at the time such proceedings were commenced, a partner, director, officer or holder of voting securities carrying more than 5 per cent of the votes carried by all outstanding voting securities?

17. BANKRUPTCY:

A) Under the law of any province, territory, state or country have you ever:

(a) been declared bankrupt or made a voluntary assignment in bankruptcy?

(b) made a proposal under any legislation relating to bankruptcy or insolvency?

(c) been subject to or instituted any proceedings, arrangement or compromise with creditors including, without limitation, produced a declaration under the Quebec Voluntary Deposit of Salary Wages Law or had a receiver and/or manager appointed to hold your assets?

If yes, and if applicable, attach copy of any discharge, release or document with similar effect.

B) Has any partnership or corporation of which you are or were at the time of such event a partner, director, officer or holder of voting securities carrying more than 5 per cent of the votes carried by all outstanding voting securities ever:

(a) been declared bankrupt or made a voluntary assignment in bankruptcy?

(b) made a proposal under any legislation relating to bankruptcy or insolvency?

(c) been subject to proceedings under any legislation relating to the winding up, dissolution or companies' creditors arrangements?

(d) been subject to or instituted any proceedings, arrangement or compromise with creditors or had a receiver and/or manager appointed to hold its assets?

If yes, and if applicable, attach copy of any discharge, release or document with similar effect.

18. JUDGMENT OR GARNISHMENT:

Has any judgment or garnishment ever been rendered against you or is any judgement or garnishment outstanding against you, in any civil court in any province, state or country for damages or other relief in respect of a fraud or for any reason whatsoever?

19. SURETY BOND OR FIDELITY BOND:

A) Have you ever applied for a surety bond or fidelity bond and been refused?

If yes, attach name and address of bonding company, and when and why the bond was refused.

B) Are you presently bonded?

20. BUSINESS ACTIVITIES:

A) Will you be actively engaged in the business of the firm with which you are now applying and devote the major portion of your time thereto?

B) Are you engaged in any other business or have any other employment for gain except your occupation with the firm with which you are now applying?

If so, attach full details including the full name and address of the business, the nature of the business, your title or position and the amount of time you devote to the business.

C) Are you a partner, director, officer, shareholder or other contributor of capital of a partnership or of a company having as its principal business that of a broker, dealer or adviser in securities commodities, commodity futures contracts or options other than the firm with which you are now applying? If so, attach full details.

21. A) State the number, value, class and percentage of shares or the amount of partnership interest you own or propose to acquire upon approval. If acquiring shares upon approval, state source, i.e. treasury shares or if upon transfer, state name of transferor.

B) State the value of subordinated debentures or bonds of the firm to be held by you or any other subordinated loan to be made by you to the firm.

C) Are you or will you upon approval be the beneficial owner of the shares, bonds, debentures, partnership interest or other notes held by you? If no, state name, residential address and occupation of the beneficial owner.

CERTIFICATE AND AGREEMENT OF APPLICANT AND SPONSORING FIRM

The undersigned hereby certify that the foregoing statements are true and correct to the best of our knowledge, information and belief and hereby undertake to notify the self-regulatory organization in writing of any material change herein as prescribed by any by-law or rule of the respective self-regulatory organizations.

We agree that we are conversant with the by-laws, rulings, rules and regulations of the self-regulatory organizations listed in Question 4.

We agree to be bound by and to observe and comply with them as they are from time to time amended or supplemented, and we agree to keep ourselves fully informed about them as so amended and supplemented. We submit to the jurisdiction of the self-regulatory organizations and, wherever applicable, the Governors, Directors and committees thereof, and we agree that any approval granted pursuant to this application may be revoked, terminated or suspended at

any time in accordance with the then applicable by-laws, rulings, rules and regulations. In the event of any such revocation or termination, the undersigned applicant agrees forthwith to terminate his or her association with the undersigned sponsoring firm and thereafter not to accept employment with or perform services of any kind for any member or member house of the self-regulatory organizations or any approved affiliated company or other affiliate of any such member or member house, in each case if and to the extent provided in the then applicable by-laws, rulings, rules and regulations of the self-regulatory organizations. Our obligations above are joint and several.

We agree to the transfer of this application form, without amendment, to another of the self-regulatory organizations listed in Question 4 of this application form in the event that at some time in the future the undersigned applicant applies to such other self-regulatory organization.

The undersigned applicant has discussed the questions in this application and in particular Questions 15 and 16 with an officer or branch manager of this firm. The undersigned authorized officer is satisfied that the applicant fully understands the questions, and further certifies on behalf of the sponsoring firm that the applicant will be engaged as registered or approved.

The undersigned applicant acknowledges and consents that any of the self-regulatory organizations may obtain any information whatsoever from any source, as permitted by law in any jurisdiction in Canada or elsewhere.

Dated at, this day of, 19.....

.....
(Signature of Applicant) (Name of Sponsoring Firm)

By
(Partner or Authorized Officer)

AFFIDAVIT

I, the undersigned applicant, do depose and say that I have read and understand the questions in this application form as well as the answers made by myself thereto and the Caution set out above, and that statements of fact made therein and in the attachments if any, are true.

Sworn before me
(Commissioner of Oaths etc.) (Signature of Deponent)

at the city of, Province of

this day of 19.....

The Provinces of Saskatchewan & Manitoba require this affidavit to be sworn before a notary public or barrister or solicitor where the applicant is outside the province at the time of application.

O. Reg. 687/85, s. 1.

Form 5

Securities Act

APPLICATION FOR RENEWAL OF REGISTRATION AS DEALER, ADVISER OR UNDERWRITER

Note: This form is not to be used for the reporting of amendments. Application is made for renewal of registration under the *Securities*

Act as

in the category of

1. Name of Applicant

2. Head Office Business Address

Telephone No. Postal Code

3. Attached as an exhibit is a statement giving the full particulars of all change in the information given in my last application for registration under the *Securities Act* particulars of which have not been filed previously as an application for amendment or renewal of registration.

Dated at
(Name of applicant)

this day of By
(Signature of applicant, partner or officer)

19.....
(Official Capacity)

AFFIDAVIT

IN THE MATTER OF THE SECURITIES ACT

Province of Ontario I
(name in full)
..... of
of the
in the of

MAKE OATH AND SAY:

1. I am the applicant (or a partner or officer of the applicant) herein for renewal or registration and I signed the application for renewal of registration.
2. The statements of fact made in the application for renewal of registration are true.

SWORN before me at the)
in the of)
this day of .. 19.....)
.....)
(A Commissioner, etc.))
(signature)

R.R.O. 1980, Reg. 910, Form 5.

Form 6

Securities Act

APPLICATION FOR RENEWAL OF REGISTRATION AS SALESPERSON

NOTE: Should any space be insufficient for your answer, a statement may be attached and marked as an exhibit cross-referencing each statement to the item to which it pertains provided it is initialed by the applicant and the Commissioner taking the affidavit.

Application is made for renewal of registration under the *Securities*

Act as a salesperson

1. (a) Name of registered dealer

(b) Name of Applicant in full

Form 7*Securities Act*

(c) Residence Address

**APPLICATION FOR AMENDMENT OF REGISTRATION AS
DEALER, ADVISER OR UNDERWRITER**

Telephone No. Postal Code

Name of Registrant

2. Attach a statement giving the full particulars of all changes in the information previously given in the last application for registration or for renewal of registration filed with the Commission.

Application is made for amendment to our existing registration as:

3. If no photograph of applicant supplied within the last 5 years, attach two copies, full face, size 2 x 2 inches signed on the reverse side by the applicant and on behalf of the registered dealer or registered adviser in the manner prescribed by section 161 of the Regulation.

under the *Securities Act* and the following statements of fact are made in respect thereof.

Dated at, this day of, 19.....

(Signature of the applicant)

AFFIDAVIT**IN THE MATTER OF THE SECURITIES ACT**

Province of Ontario) I
 of) (name in full)
) of the
) in the of
 TO WIT:) MAKE OATH AND SAY:

1. I am the applicant herein for renewal of registration and I signed the application.

2. The statements of fact made in the application are true.

SWORN before me at the)
 in the of)
 this day of .. 19.....)
) (signature)
)
 (A Commissioner, etc.))

REQUEST OF EMPLOYER

(To be completed in support of every application made for renewal of registration as a salesperson)

The undersigned employer hereby requests that the registration of the above applicant be renewed.

Dated at
 this day of 19..... (Name of Dealer)

By
 (Signature of proprietor,
 partner or officer)

(Official capacity)

R.R.O. 1980, Reg. 910, Form 6.

1. Attached hereto and marked as an exhibit to the application is a statement of particulars of any change in,

(a) the name of the applicant,

(b) address for service or any business address,

(c) partners, officers or directors, and the reason for any such persons resignation, dismissal, severance or termination of employment or office,

(d) holders of voting securities of the applicant,

(e) salespersons employed and the reason for the termination of any salesperson's employment,

(f) branch offices in Ontario, or

(g) the person in charge of any branch office in Ontario.

2. Attached hereto and marked as an exhibit to the application is:

(a) the name of each new partner, officer or director of the applicant,

(b) a completed Form 4 for each new partner or officer of the applicant seeking registration, unless the information required by Form 4 has previously been filed by such person and remains unchanged, and

(c) for each new partner, officer or director not referred to in clause (b), the information required by Form 4 excluding questions 4, 7 and 10 and Part D thereof unless such information has previously been filed with the Commission and remains unchanged.

3. Attached hereto and marked as an exhibit to the application is a statement of changes which have occurred in the financial structure and control of the applicant which would make the information previously given by the applicant pursuant to this or any previous Regulation, false, or misleading.

Dated at
 this day of 19..... (Name of Dealer)

By
 (Signature of proprietor,
 partner or officer)

(Official capacity)

AFFIDAVIT

IN THE MATTER OF THE *SECURITIES ACT*

Province of Ontario) I
) (name in full)
 of)
) of the
) in the of
)
)
) **MAKE OATH AND SAY:**

1. I am the applicant (or a partner or officer of the applicant) for amendment to registration, and I signed the application.
2. The statements of fact made in the application for amendment to the registration are true.

SWORN before me at the)
in the of)
this day of .. 19.....)
.....) (signature of deponent)
.....)
(A Commissioner, etc.))

R.R.O. 1980, Reg. 910, Form 7.

Form 8

Securities Act

SUMMONS TO A WITNESS BEFORE A PERSON DESIGNATED UNDER SECTION 31 OF THE ACT

RE:

TO:

You are hereby summoned and required by the Director to attend
before me
at an examination to be held at in the
..... of on
day the day of 19..... at
the hour of o'clock in the noon (local
time), and so from day to day until the examination is concluded, to
give evidence on oath and to bring with you and produce at such time
and place

Dated at, this day of, 19.....

ONTARIO SECURITIES COMMISSION

(Signature)

R.R.O. 1980, Reg. 910, Form 8.

Form 9

Securities Act

FINANCIAL QUESTIONNAIRE AND REPORT

TABLE OF CONTENTS

(Firm Name)

(Date)

General Instructions

PART I Report of Auditor (for financial year end only)

Statement A (3 pages)	Statements of assets and liabilities and capital
B (2 pages)	Statement of net free capital
C	Statement of adjusted liabilities
D	Statement of minimum free capital
E	Statement of segregation requirements and funds on deposit in segregation

PART II Report of Auditor (for financial year end only)

Schedules required:

1. Analysis of clients' accounts that liquidate to a deficit or have debit balances with no open trades—commodities futures clients.
2. Analysis of secured loans receivable.
3. Securities owned and sold short at market value.
4. Underwriting stocks.
5. Analysis of joint accounts, long and short.
6. Analysis of clients' accounts, long and short.
7. Analysis of partners'/shareholders' accounts, long and short other than commodity futures transactions.
8. Analysis of firm commodity futures trading accounts.
9. Analysis of brokers' and dealers' accounts—outstanding trade balances.
10. Analysis of income taxes (for financial year end only).
11. Loans and bank overdrafts.
12. Changes in capital and retained earnings.
13. Changes in reserves and subordinated loans.
14. Future purchase and sales commitments.
15. Contingent liabilities and commitments.
16. Ten largest security clients (for financial year end only).
17. Ten securities with the largest aggregate long or short market values (for financial year end only).
18. Summary of open commodity futures contracts.
19. Summary statement of income.

FINANCIAL QUESTIONNAIRE AND REPORT

GENERAL INSTRUCTIONS
TO PARTS I AND II

1. All statements and schedule must be filed. If a schedule is not applicable a "nil" return must be filed.
2. All statements and schedule may be rounded to the nearest dollar.
3. The statements as they relate to commodity futures trading shall be prepared on a trade date basis.
4. The statements as they relate to securities may be prepared either on a trade or a settlement date basis. The basis used must be consistent throughout and with the previous year and noted on Statement A. Firms reporting on a trade date basis but determining margin deficiencies for customers, brokers and dealers on a settlement date basis must do so for *all* such accounts and consistently from period to period. Similar requirements apply for firms reporting on a settlement date basis but providing margin on a trade date basis. Reference should be made to the regulations where applicable, particularly when changes in methods of reporting margining are contemplated.
5. Schedules should be attached showing details of any significant amounts that have not been clearly described on the attached statements and schedules.
6. Provision must be made in the financial statements for any unreconciled security position which cannot be satisfactorily reconciled to the latest count. Such provisions will be calculated at the market price at the date of this report. No allowance should be made for cases where the latest count is in excess of the records.
7. *Notes to the financial statements*

Any notes which may be necessary for the fair presentation of the financial statements and not contained in the supporting schedules should be attached as page 4 to Statement A.

8. Reference should be made to the definitions of words and terms in the *Securities Act* and the Regulation.
9. Firms not registered under the *Commodity Futures Act* need not file Schedules 1, 8 or 18 or "nil" returns stating that such schedules are not applicable.

FINANCIAL QUESTIONNAIRE AND REPORT

PART I—AUDITORS' REPORT

To: The Ontario Securities Commission

We have examined the following Financial Statements of

.....
(Firm Name)

as at
(Date)

Statement A— Statement of Assets and Liabilities and Capital

Statement B— Statement of Net Free Capital

Statement C— Statement of Adjusted Liabilities

Statement D— Statement of Minimum Free Capital

Statement E— Statement of Segregation Requirements and Funds on Deposit in Segregation

Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests and other procedures as we considered necessary in the circumstances, including the audit procedures prescribed by the Ontario Securities Commission.

In our opinion,

- (i) the statement of assets and liabilities presents fairly the financial position of the firm as at
(Date)
in the form required under the Regulation to the *Securities Act* in accordance with the basis of accounting disclosed in the Note applied on a basis consistent with that of the preceding year; and
 - (ii) the statements of net free capital, adjusted liabilities, minimum free capital and statement of segregation requirements and funds on deposit in segregation as at
(Date)
are presented in accordance with applicable instructions in the Regulation under the *Securities Act*.
-
(Signature) (Date)

NOTE: A measure of uniformity in the form of the auditors' report is desirable in order to facilitate identification of circumstances where the underlying conditions are different. Therefore, when auditors are able to express an unqualified opinion their report should take the above form.

Any limitations in the scope of the audit must be discussed in advance with the Ontario Securities Commission.

PART I

STATEMENT A

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF ASSETS

(As at)

1. (a) Cash on hand and in bank—
general funds \$
- (b) Clients' trust accounts
- (c) Contingency fund deposits and
interest accrued thereon
2. Dealer's residual financial interest
in or dealer's funds in excess of
margin deficiencies advanced to
clients' accounts
3. Cash surrender value of life insur-
ance where the registrant is the
beneficiary
4. Secured loans receivable
5. Securities owned—at market
6. Inventory of cash commodities,
other than securities

7. Accrued interest on securities owned
8. Joint Accounts
9. Receivable from clients	
(i) securities transactions
(ii) commodity futures transactions (segregated)
10. Partners'/Shareholders' accounts
11. Brokers and dealers—securities transactions
12. Brokers and dealers—commodity transactions (non-segregated)
13. Recoverable and overpaid income taxes
14. Commissions receivable—received within 25 days
15. Dividends receivable—received within 25 days
16. Other active assets—received within 25 days (give details)
17.
20. TOTAL ACTIVE ASSETS	\$
21. Fixed assets (depreciated value)	\$
22. Stock and Commodity Futures exchange seats
23. Other assets (give details)
24.
30. TOTAL NON-ACTIVE ASSETS	\$

Carried forward

PART I

STATEMENT A

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF LIABILITIES AND CAPITAL

(As at)

Brought forward \$
.....

Prepared for securities on:

A) trade date basis ☐B) settlement date basis ☐
(check one)

(See notes and instructions)

50. Loans and bank overdrafts \$
.....

51. Amount by which funds required to be segregated exceed funds in segregation
52. Securities sold short—at market
53. Accrued interest on securities sold short
54. Joint accounts
55. Payable to clients:	
(i) securities transactions	\$
(ii) commodity futures transactions (non-segregated)
56. Partners'/Shareholders' accounts
57. Brokers and dealers—security transactions
58. Brokers and dealers—commodity transactions (non-segregated)
59. Unclaimed dividends and interest
60. Provision for income taxes
61. Deferred income taxes (relating to active assets and liabilities)
62. Accounts payable and accrued expenses
63. Other liabilities (give details)
64.
75. TOTAL LIABILITIES (excluding subordinated loans)	\$
76. Deferred income taxes (relating to non-active items)
77. Subordinated loans—other than shareholders/partners and employees
78. Subordinated loans—shareholders/partners and employees
79.
80. Capital
81. Retained earnings or undivided profits
82. Reserves
90.
TOTAL LIABILITIES AND CAPITAL	\$

(See notes and instructions)

NOTES AND INSTRUCTIONS

Line 5— Securities must be valued at market value.

Line 13— Include *only* overpayment of prior years' income

taxes or current year instalments. Taxes recoverable due to current year losses may be included to the extent that they can be carried back and applied against taxes previously paid.

Lines 15

& 59— The *gross* amounts claimable by and claimable against the firm must be reported. Dividends not received within 25 days after the date of this report must be shown under "other assets" on Line 23.

Line 23— This should include such items as:

Prepaid expenses
Deferred charges
Deferred income tax debits
Investments in and advances
to subsidiaries and affiliates
Other non-active assets

PART I

STATEMENT B

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF NET FREE CAPITAL

(As at)

REFERENCE

1. A—20 Total active assets \$
 2. A—75 Deduct: Total liabilities \$
 3. Net loss on offsetting future purchase and sales commitments if not provided above
 4. Add: (i) Loan value (market value less margin) of any subordinated loans of securities that are not included in accounts. Attach schedule giving details.
 - (ii) Non-current liabilities fully secured by mortgages on real estate owned by the registrant
 - (iii) Obligations for outstanding instalments due to natural resource companies whose securities the registrant is in the process of distributing or distributing to the public under prospectuses filed with the commission
 5. LIQUID CAPITAL \$
- Deduct: Amount required to provide full margin for:
6. Cash commodities, other than securities owned by the registrant \$
 7. Firm commodity futures trading accounts
 8. Securities owned by the registrant and securities sold short by the registrant

Deduct: Amount sufficient to provide for any margin deficiencies on:

9. Secured loans receivable
10. Clients' accounts in respect of commodity futures
11. Joint accounts
12. Accounts of partners and shareholders
13. Accounts of clients and dealers
14. Secured loans payable by the registrant if the collateral is held by other than the registrant or a financial institution
15.
16. Future purchase and sales commitments not included in the calculation of liquid capital
17. Other liquid capital items
18. NET FREE CAPITAL

(See notes and instructions)

NOTES AND INSTRUCTIONS

- Line 4 (ii)— Do not include amounts which fall due within one year.
- (iii)— Reference is made to Ontario Securities Commission Policy 3-02 as amended from time to time.
- Line 11— Exclude any interest of any member of The Toronto Stock Exchange, The Investment Dealers' Association of Canada and any financial institution.
- Line 13— Exclude —
- (1) Cash settlement accounts with any member of The Toronto Stock Exchange, The Montreal Stock Exchange, The Vancouver Stock Exchange, The Alberta Stock Exchange, The New York Stock Exchange, The American Stock Exchange and the Investment Dealers' Association of Canada,
 - (2) Accounts with a financial institution, and
 - (3) Cash settlement accounts that have not been outstanding more than ten days past the normal settlement date, where the shares have been available for delivery, and not more than twenty-one days past the trade date in any other case.

PART I

STATEMENT C

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF ADJUSTED LIABILITIES

(As at

REFERENCE

1. A-75 Total Liabilities	\$
2. Add: Unrecorded securities purchase commitments
3.	\$
4. Deduct:	
A-1 (a) cash	\$
(b) money on deposit in clients' trust accounts
(c) compensation fund or contingency fund deposits and interest accrued thereon
5. A-3 Cash surrender value of life insurance where the registrant is the beneficiary
6. Market value of securities that the registrant owns or has contracted to purchase having, in either case, a margin rate of 5 per cent or less
7. Accrued interest relating to securities in Line 6 above
8. Debit balances with financial institutions not included in Line 4
9. Sales price of securities for which the registrant has a sales commitment to a financial institution
10. The market value of securities which have a margin rate of 5 per cent or less, included in non-segregated accounts of clients, partners, shareholders, dealers or held as collateral for secured loans receivable, not exceeding the debit balance of the account or the secured loan receivable
11. ADJUSTED LIABILITIES	\$

Line 10—If this deduction is made, care should be taken not to duplicate the deductions made under Line 8. A separate Schedule "C" should be attached showing separately for each account, the market value of the securities and the debit balances.

PART I

STATEMENT D

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF MINIMUM FREE CAPITAL

(As at

REFERENCE

1. C-11 Adjusted liabilities	\$
2. Capital requirements on adjusted liabilities:	
10% on first \$2,500,000 or part thereof	\$
8% on next \$2,500,000 or part thereof
7% on next \$2,500,000 or part thereof
6% on next \$2,500,000 or part thereof
5% on balance over \$10,000,000
3. The greater of,	
(a) up to the first \$20,000,000 in market value of commodity futures contracts the sum of,	
(i) 2 per cent of the market value for contracts, other than for securities, representing a long position or the total number of commodity futures contracts, other than for securities, representing a short position in each commodity, whichever is the greater, carried for all customers and firm accounts excluding exempted contracts and contracts entered into to effect a dealer's covering transaction, and	
(ii) 10 per cent of margin requirement for contracts for securities,	
to a maximum of \$100,000; or	
(b) the sum of,	
(i) ½ of 1 per cent of the market value of the total number of commodity futures contracts, other than for securities, representing a long position or the total number of commodity futures contracts, other than for securities, representing a short position in each commodity, whichever is the greater, carried for all customers' and firm accounts excluding exempted contracts and contracts entered into to effect a dealer's covering transaction, and	
(ii) 10 per cent of margin requirement for contracts for securities.	
4. Reserved.	
5. Customer concentration factor
6. Commodity concentration factor
7. Total on adjusted liabilities and contracts	\$
8. Capital requirement on insurance—Amounts deductible (greatest under any clause)
9. Minimum free capital required	\$
10. B-18 Net Free Capital
11. Excess (deficiency) Net Free Capital

NOTES AND INSTRUCTIONS

Line 7— For dealers registered under the *Securities Act* the amount shown here will be not less than \$25,000 and for dealers

who are also registered as futures commission merchants under the *Commodity Futures Act* the minimum amount shown will be not less than \$75,000.

Line 11—All deficiencies must be reported immediately to the Ontario Securities Commission. An explanation must be given on this schedule for any capital deficiency and a description provided of the action taken to correct it.

PART I

STATEMENT E

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

STATEMENT OF SEGREGATION REQUIREMENTS AND FUNDS ON DEPOSIT IN SEGREGATION

(As at)

REQUIREMENT

1. Net ledger balances of clients:

- (a) Cash \$
- (b) Securities (at market)

2. Net unrealized profit-loss in open commodity futures contracts held for clients

3. Net equity of commodity clients (1 + 2)

4. Add—Accounts liquidating to a deficit and accounts with debit balances but no open trades

5. Amount required to be segregated (3 + 4) \$

FUNDS ON DEPOSIT IN SEGREGATION

6. Deposited in segregated accounts with financial institutions:

- (a) Cash \$

- (b) Securities representing investment of customers' funds (at market)

- (c) Securities deposited by customers in lieu of cash margins (at market)

7. Margins on deposit with clearing houses:

- (a) Cash

- (b) Securities deposited by customers in lieu of cash margins (at market)

8. Due to/from clearing houses

9. Equities with other commodity futures dealers who carry clients' trades on an omnibus basis

10. Segregated funds on hand:

- (a) Cash

- (b) Securities representing investment of clients' funds (at market)

- (c) Securities deposited by customers in lieu of cash margins (at market)

11. TOTAL AMOUNT IN SEGREGATION \$

Excess/Deficiency of Funds in Segregation (Line 11 minus Line 5)

A2/A51

NOTES AND INSTRUCTIONS

The registrant must report immediately any deficiency of funds in segregation to the Commission.

FINANCIAL QUESTIONNAIRE AND REPORT

PART II—AUDITORS' REPORT

To: THE ONTARIO SECURITIES COMMISSION

Pursuant to our examination of Statements A to E of Part I, we have examined the Part II Schedule 19 of
(firm)

as at
(date)

In our opinion, Schedule 19, the summary statement of income, presents fairly the results of its operations for the year then ended in the form required by the Regulation under the *Securities Act* and in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The additional information set out in Part II, schedules 1 to 18 and the answers contained in questions 5 and 6 on the certificate of partners or directors have been subjected to the tests and other auditing procedures applied in the examination of the financial statements A to E in Part I and Schedule 19 in Part II, and in our opinion, are fairly stated in all respects material in relation to these financial statements taken as a whole.

.....
(Signature)

.....
(Date)

NOTE: A measure of uniformity in the form of the auditors' report is desirable in order to facilitate identification of circumstances where the underlying conditions are different. Therefore, when auditors are able to express an unqualified opinion their report should take the above form.

Any limitation in the scope of the audit must be discussed in advance with the Ontario Securities Commission.

PART II

FINANCIAL QUESTIONNAIRE AND REPORT

CERTIFICATE OF PARTNERS OR DIRECTORS

.....
(Firm Name)

I/We have examined the attached Part I statements and Part II schedules and certify that, to the best of my/our knowledge, they

present fairly the financial position of the firm at and the results of operation for the period then ended, and are in agreement with the books of the firm.

I/We certify that the following information is true and correct to the best of my/our knowledge for the period from the last audit to the date of the attached statements which have been prepared in accordance with the current requirements of the regulations under the *Securities Act*.

ANSWERS

(1) Do the attached statements fully disclose all assets and liabilities including the following? (If not, give full particulars):

- (a) All future purchase and sales commitments?
- (b) Outstanding puts, calls or other options?
- (c) Participation in any underwriting or other agreement subject to future demands?
- (d) Writs issued against the firm or partners or corporation or any other litigation pending?
- (e) Income tax arrears of partners or corporation?
- (f) Other contingent liabilities, guarantees, returned drafts, accommodation endorsements or commitments affecting the financial position of the firm?

(2) Is the registrant (or any partner or director thereof) a partner, director or principal shareholder in any other firm or company whose principal business includes dealing in securities with the public? If so, give particulars.

(3) Have any securities in distribution or distribution to the public been offered or sold for amounts in excess of that disclosed in the prospectus qualifying the securities?

(4) Has any disbursement been made or transaction entered into subsequent to the statement date which may create a deficiency in the firm's capital position? If so, give details.

(5) Does the registrant promptly segregate all clients' free securities?

(6) Does the registrant carry insurance of the type and in the amount required by the Regulation?

.....
(Date)

NOTES AND INSTRUCTIONS

To be signed by:—

- (i) chief executive officer/partners
- (ii) chief financial officer
- (iii) the registrant (if applicable)
- (iv) the chief accountant

(v) at least two directors/partners if not included in (i) to (iv) above.

Any partner/director and any officer or employee with senior management responsibility for areas where unrecorded liabilities may occur (e.g. underwriting and money market departments) must sign a copy of this report to indicate that he or she has examined it and is satisfied that, to the best of his or her knowledge, it is correct.

PART II

SCHEDULE 1

ANALYSIS OF CLIENTS' ACCOUNTS THAT LIQUIDATE
TO A DEFICIT OR HAVE DEBIT BALANCES WITH
NO OPEN TRADES
(Commodity Futures Transactions)

	Debit	Amount Required to Provide Full Margin
1. Accounts with margin deficiency
2. Accounts that contain debit balances with no open trades
TOTAL
3. Less allowance for bad debts or accounts provided for but included above
	A-9 (ii)	B-10

NOTES AND INSTRUCTIONS

1. Clients with more than one account may use an account with excess funds to secure an account which liquidates to a deficit or to secure an account with a margin deficiency if each account and balance involved is clearly identified on a separate Schedule, "1A". Such an arrangement must be evidenced by a written agreement.
2. Line 1. The total deficit in clients accounts that liquidate to a deficit should be entered in the left-hand column under the heading "Debit". The total margin deficiency in client accounts should be entered in the right-hand column. For example, client A's account liquidates to a deficit of \$1,000 and the client's commodity position requires \$2,000 margin; client B's equity amounts to \$1,500 and the client's commodity position requires \$2,000 margin. The entries in line 1 should be "Debit"—\$1,000 and "Amount Required to provide Full Margin"—\$3,500 (\$3,000 as to client A and \$500 as to client B).

PART II

SCHEDULE 2

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF SECURED LOANS RECEIVABLE
(Including purchase and resale agreements)

Coding, or Name of Borrower and Term	Amount of Loan Including Accrued Interest	Market Value of Collateral	Loan Value of Collateral	Required To Margin
(Note 1)				
DEFINED FINANCIAL INSTITUTIONS				
OTHER				
				B-9

Notes:

1. A borrower may be identified in column 1 by means of a code or symbols provided that the code or symbols and their meaning and any change or addition thereto are submitted.
2. All market values shall include accrued interest.
3. Attach a Schedule (2A) providing the following details for collateral securities with a margin rate greater than 5 per cent: description of security, market price, market value, margin rate and loan value.
4. The total in the left hand column should be referenced to Statement A, line 4. The total for defined financial institutions should be included in Statement C, line 8.
5. Receivables from DFI's must be fully secured, deficiencies to be provided for as margin.
6. Non-DFI receivables to be fully margined at all times.
7. Where securities are borrowed and/or swapped with DFI, where the short market value in the account is greater than the long market value, the deficiency (the amount required to fully secure) must be provided as margin.

PART II

SCHEDULE 3

.....
(Name of Registrant)

A. SECURITIES OWNED AND SOLD SHORT AT MARKET VALUE:

	Balance		Margin Required
	Debit (Long)	Credit (Short)	
1. Securities having a margin rate of 5 per cent or less
Less—Dealer's securities deposited in segregation and with other dealers commodity futures (segregated accounts)		
2. Carry debit to Statement C, line 6		
3. Other securities
Less—securities on deposit with other dealers commodity futures (segregated accounts)
	A-5	A-52	B-8

B. CASH COMMODITIES OTHER THAN SECURITIES OWNED AT MARKET VALUE:**11. Cash commodities, other than securities:**

(a) Hedged	\$.....	\$.....
(b) Unhedged
12.
13.
20. TOTAL	\$..... A-6	\$..... B-6

NOTES AND INSTRUCTIONS

All securities are to be valued at market but no adjustment need be made for securities with no collateral value, carried on the books at less than market.

Attach a schedule setting out the name and description of each security, market price, market value, margin rate and margin. In the case of debt instruments where yield rate is used to determine market price the yield rate must be disclosed. Information may be given in summary form as to securities issued or guaranteed by the Government of Canada or any province of Canada. The summary should include the total market values and total margin requirements for all Government of Canada issues for which the same margin rate is prescribed, and like totals—also by margin rate categories—for provincial issues. It is not necessary to distinguish between provinces. Insignificant holdings of securities that require 100 per cent margin may be shown in total.

PART II**SCHEDULE 4****FINANCIAL QUESTIONNAIRE AND REPORT**

.....
(Firm Name)

.....
(Date)

UNDERWRITING STOCKS

Name of Security	Number of Shares	Cost	Value Per Unit (Note 1) Market	Option	Balances		Amount Required to Fully Margin (Note 2)
					Debit (Long)	Credit (Short)	
Taken down within 30 days of the date of these statements							
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____
Sub-Total				
Taken down within 30 to 90 days of the date of these statements							
6.	_____	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____	_____
Sub-Total				

All other underwriting stocks							
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____
	Sub-Total				=====	=====	=====
20.	TOTAL				=====	=====	=====
					A-5	A-52	B-8

NOTES AND INSTRUCTIONS

1. All three unit values must be indicated and the lowest value used in valuing the long and short positions.
2. Underwriting stocks which have been in distribution longer than 90 days from the issue or the final receipt for the prospectus or which have not been pledged as collateral must be margined.
3. Commitments made for deals not taken down must be shown on Schedule 14 and are not to be included in this Schedule unless they are recorded in the statements of assets and liabilities.

PART II

SCHEDULE 5

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF JOINT ACCOUNTS, LONG AND SHORT

Securities Held			Total Number of Shares or P'cpl. Amt. of Bonds Held	Unit Market Price	Total Market Value for Each Security		Margin Rate	Margin
Joint Holders	Outside Interest	Name of Security			Debits Long	Credits Short		
1.	_____	_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____	_____
(Note)		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
10.	Totals				=====	=====	=====	=====

SUMMARY	Market Value		Book Value		Amount Required To Fully Margin
	Debit (Long)	Credit (Short)	Debit (Long)	Credit (Short)	
20. Registrant's interest
21. Interests of:					
(a) Members or the TSE, MSE, VSE, ASE, NYSE, Amex and/or the IDA	Nil
(b) Financial institutions (as defined)	Nil
(c) Others
25. TOTAL	=====	=====	=====	=====	=====
			A-8	A-54	B-11

NOTE: Additional positions should be recorded on a detailed list showing the same breakdown as above. The totals on such list should be carried forward to Item 2 and included in the Summary.

PART II

SCHEDULE 6

FINANCIAL QUESTIONNAIRE AND REPORT

ANALYSIS OF CLIENTS' ACCOUNTS LONG AND SHORT
(SECURITY TRADING ONLY)

.....
(Firm Name)

.....
(Date)

Ordinary Clients	BALANCES		Amount Required to Fully Margin
	Debit (Long)	Credit (Short)	
1. Cash settlement (Note 2)	_____	_____	Nil
2. Fully margined	_____	_____	Nil
3. Undermargined but fully secured	_____	_____	_____
4. Partly secured (unsecured amount \$.....)	_____	_____	_____
5. Unsecured debits	_____	_____	_____
6. Free credits	_____	_____	Nil
Financial Institutions			
7. Banks and trust corporations	_____	_____	Nil
8. Others (as defined)	_____	_____	Nil
9. Less—Allowance for bad debts or accounts provided for but included above	_____	_____	_____
10. Totals	=====	=====	=====
	A-9 (i)	A-55 (i)	B-13

NOTES:

- Accounts should only be classified as cash settlement accounts where they comply with requirements set out under the Regulation.
- Cash settlement transactions with ordinary clients that on the statement date have been outstanding more than 21 days past the normal settlement date must be margined. If sufficient margin has not been provided by the client, the account cannot be included in Item 1.

PART II

SCHEDULE 7

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF PARTNERS'/SHAREHOLDERS' ACCOUNTS LONG AND SHORT
(OTHER THAN COMMODITY FUTURES TRANSACTIONS)

	<u>Account</u>	<u>Name of Security</u>	<u>Total Number of Shares or P'cpl. Amt. of Bonds</u>	<u>Market Price</u>	<u>Debits Long</u>	<u>Credits Short</u>	<u>Margin Rate</u>	<u>Margin Value</u>
1.	_____	_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		Total						_____
		Book value of account						_____
		Amount required to margin, if any						=====
2.	_____	_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____	_____
		Total						_____
		Book value of account						_____
		Amount required to margin, if any						=====

SUMMARY

		<u>BALANCES</u>		
		<u>Debit (Long)</u>	<u>Credit (Short)</u>	<u>Amount Required to Margin</u>
10.	Fully margined	_____	_____	Nil
11.	Undermargined	_____	_____	_____
12.	Partly secured	_____	_____	_____
13.	Unsecured debits	_____	_____	_____
14.	Free credits	_____	_____	Nil
15.	Cash Accounts	_____	_____	_____
	Less—Allowance for bad debts and accounts provided for but included above ..	_____	_____	_____
20.	Total	=====	=====	=====
		A—10	A—56	B—12

NOTES AND INSTRUCTIONS

1. Subordinated loans are not to be included in this Schedule. They should be reported on Schedule 13.
2. Additional accounts are to be supported by a detailed list showing the same information as above. The totals on such list should be carried forward to Item 2 and included in the Summary.
3. All partners' and shareholders' nominee and guaranteed accounts must be included in this Schedule.

PART II

SCHEDULE 8

.....
(Name of Registrant)

ANALYSIS OF FIRM COMMODITY FUTURES TRADING ACCOUNT

Market	Commodity	No. of Contracts		Full Margin Required
		Long	Short	

B-7

PART II

SCHEDULE 9

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

ANALYSIS OF BROKERS' AND DEALERS' ACCOUNTS
OUTSTANDING TRADING BALANCES
(SECURITIES TRADING ONLY)

	Debit (Trades to deliver)	Credit (Trades to receive)	Amount Required to Fully Margin
1. Members of T.S.E., M.S.E., V.S.E., ALTA.S.E., N.Y.S.E., AMEX and/or the I.D.A.	_____	_____	Nil
2. Other brokers and dealers cleared within 10 days from value date	_____	_____	Nil
3. Uncleared (Note 2)	_____	_____	_____
4.	_____	_____	_____
10. Total	_____	_____	_____
	A-11	A-57	B-13

NOTES:

1. This Schedule is to include only amounts representing ordinary security transactions with other brokers and dealers. Balances arising from other types of transactions should be shown on the statements of assets or liabilities and capital against items 16, 23 or 63.
2. Other brokers and dealers must be margined in the same manner and on the same basis as ordinary clients.

PART II

SCHEDULE 10

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at financial year end only).....
(Firm Name).....
(Date)

ANALYSIS OF INCOME TAXES

A. Income Tax Payable (recoverable)

1. Balance payable (recoverable) at last financial year end		\$.....
2. Payments made or (received) relating to above balance	
3. Adjustments (including reassessments) relating to prior period (give details if significant)
4. Balance (if any) relating to prior years	
5. Provisions for income taxes currently payable, including taxes on extraordinary items OR Recovery of income taxes due to losses in the current period
6. Sub-total	
7. Payments on account of the current period	
8. Sub-total	
9. Other adjustments (give details)	
10. Current balance payable (recoverable)		\$.....
		A-13—if recoverable A-60—if payable

B. Deferred Income Taxes

	Credit		
<u>Debit</u>	<u>Re Active Assets and Liabilities</u>	<u>Re Non-Active Assets</u>	
\$.....	\$.....	\$.....	
.....	
<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	
A-23	A-61	A-76	

NOTES AND INSTRUCTIONS

- On this Schedule balances recoverable (i.e. debits) should be shown in brackets.
- Line A10—If the balance includes amounts relating to other than the current year then analysis should be provided by year.

C. Reconciliation

1. Income taxes provided (recovered) (line A5)	\$.....
2. Adjustments relating to prior periods (line A3)
3. Other adjustments (line A9)
4. Net change in deferred income taxes (line B2)
5. Total income taxes	\$.....
6. Total income taxes per Schedule 19 (line 6)

7. Income taxes included in Schedule 19 (line 8)
8. Income taxes charged or credited directly to retained earnings (Schedule 12) items 11 or 12
9. Total income taxes (agrees with line C5) \$.....

PART II

PART II

SCHEDULE 11

SCHEDULE 12

FINANCIAL QUESTIONNAIRE AND REPORT

FINANCIAL QUESTIONNAIRE AND REPORT

Call Loans

.....
(Firm Name).....
(Date).....
(Firm Name).....
(Date)

LOANS AND BANK OVERDRAFTS

CHANGES IN CAPITAL AND RETAINED EARNINGS

A. Capital

1. Balance at last year end \$.....

2. Increases during period—give details

(a)

(b)

(c)

3.

4.

5. Decreases during period—give details

(a)

(b)

(c)

6.

7. Present capital \$.....
A-80

8. Analysis of present capital

(a)

(b)

(c)

9. To agree with line 7 above \$.....

B. Retained Earnings (Corporations)
or Undivided Profits (Partnerships)

10. Balance at last year end

11. Increases during period—give details

(a) net income for the period
(Schedule 19 line 11)

(b)

NOTES:

Line 5— A schedule is required (11A) for each loan in this category. Details must include the name of the lender, amount of the loan, and the description, quantity, market price and total market value of each security held by the lender as collateral. In addition, the margin rate and total margin requirement must also be provided. All such loans must be fully margined at all times and any margin deficiencies are to be carried to Statement B, line 14. The margin requirement for such loans is the market value of the collateral less the amount of the loan, less any margin already provided on the collateral (e.g. in inventory, loans receivable, etc.).

(c)	
12. Decreases during period—give details		
(a) net loss for the period (Schedule 19 line 11)	
(b) dividends paid or partners drawings	
(c)	
(d)
13. Present retained earnings or undivided profits	\$.....	
	(A-81)	

NOTES AND INSTRUCTIONS

Line 8—For each class of shares indicate whether common, preferred, etc. and give further details as necessary. For partnerships show each class of partner (general, limited, etc.).

Lines 11 and 12—Direct charges or credits to retained earnings are to be restricted to capital transactions (e.g. dividends, premium on share redemptions, etc.) and prior period adjustments. All income items of an extraordinary or unusual nature (e.g. profits or losses on sale of fixed assets or stock exchange seats, etc.) are to be included in Schedule 19 in arriving at net income or loss for the period. The latter amount is to be transferred in total to retained earnings (line 11 (a) or 12 (a)).

The adjustment of inventory to market value must also be included in Schedule 19.

PART II

SCHEDULE 13

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

CHANGES IN RESERVES AND SUBORDINATED LOANS

A. Reserves

1. Balance at beginning of period	\$.....
2. Changes during the period (describe)
3. Balance at current date	\$.....
	A-82

Directors,
Officers,
Shareholders/
Partners and
Employees

B. Subordinated Loans		Others
4. Balance at last year end	\$.....	\$.....
5. Increases during period—give name of lenders		
(a)

(b)
(c)
(d)
(e)
6.
7.
8. Decreases during period—give name of lender		
(a)
(b)
(c)
(d)
(e)
(f)
9.
10. Present subordinated loans	\$.....	\$.....
	A-78	A-77

NOTES:

Reserves

The nature of reserves should be described and should only include appropriations of retained earnings. In particular, allowances for bad debts must not be shown here.

Subordinated Loans

At the annual audit date only, attach a Schedule (13A) showing amount and the name of the lender for each loan outstanding. Subordinated debentures issued under a trust debenture should be disclosed in total only.

PART II

SCHEDULE 14

ONTARIO SECURITIES COMMISSION
FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

FUTURE PURCHASE AND SALES COMMITMENTS
(This schedule is *not* to be used if the firm has recorded all such commitments in its accounts)

A. Computation of margin requirements in respect of future purchase and sales commitments

1. Total future purchase commitments outstanding at the date of the financial statements
--	-------

Deduct:

NOTES AND INSTRUCTIONS

2. Purchase commitments that are covered by sales commitments related thereto

Firms reporting on a value (settlement) date basis—

Future purchase and sales commitments must be recorded on this schedule. Outstanding security transactions, not yet due for settlement, made for regular settlement in the normal course of business should be excluded from Part I, Statement A and from this schedule.

3. Purchase commitments that will reduce bonds and stocks sold short by the firm

Firms reporting on a trade (transaction) date basis—

All purchase and sales commitments must be recorded on Part I, Statement A except for sales with calls and new issues (if the latter have not been processed through the firms records).

4. Purchase commitments that are not covered by sales commitments or by bonds and stocks sold short by firm (give details—Schedule 14 B)

5. Amount required to fully margin Item 4 (see note) \$.....

Line 1—Please supply full particulars of the issues, their dates and amounts involved or other pertinent information on Schedule 14A.

6. Total future sales commitments outstanding at the date of the financial statements

Lines 4, 5, 9 and 10—The details shown on 14B should be the same as those required on Schedule 3 and in addition the commitment price and settlement date are required. Total margin required on lines 4 and 9 is:

Deduct:

7. Sales commitments that are covered by purchase commitments related thereto

- (a) margin calculated on the market values of the commitments,

8. Sales commitments that are covered by stocks or bonds owned by the firm (excluding Canada and Provincials netted against short positions in inventory as provided by regulations)

- (b) plus the loss or minus the profit based on the difference between the commitment price and the market price at the reporting date. Profits on one issue may be used to reduce requirements on another issue. Insignificant amounts may be shown in total only.

9. Sales commitments that are not covered by purchase commitments or by bonds or stocks owned by the firm (give details—Schedule 14 B)

Line 14—Receivables from members of the banking or selling groups to the extent that they represent the initial draw down of a new issue of securities (not after market trading) may be deducted from the liability to the issuing company which is recorded in the books of the managing underwriter.

10. Amount required to fully margin Item 9 (see note)

Line 16—The net loss for line 8 items should be reduced by margin provided on the related long positions in inventory.

11. Total margin required
B-16

Supplementary instructions for reporting money market commitments

"Market Price" for money market commitments (fixed-term repurchases, calls, etc.) shall be calculated as follows:

B. Computation of the effect of future purchase commitments on adjusted liabilities

12. Total future purchase commitments (agree with item 1 above) \$.....

- (a) Fixed date repurchases (no borrower call feature)—the *market price* is the price determined by applying the *current yield* for the security to the term of maturity from the repurchase date. This will permit calculation of any *profit or loss* based on the market conditions at the reporting date. Exposure due to future changes in market conditions is covered by the margin rate.

13. Less purchase commitments that are covered by sales commitments with financial institutions

- (b) Open repurchases (no borrower call feature) prices are to be determined as of the reporting date or the date the commitment first becomes open, whichever is the later. *Market price* is to be determined as in (a) and *commitment price* is to be determined in the same manner using the yield stated in the repurchase commitment.

Sub-Total

Deductions permitted in respect of items remaining in sub-total:

14. Commitments in securities having a margin rate of 5 per cent or less and receivables (not previously deducted) from syndicate members (see note)

- (c) Repurchase with borrower call features—the *market price* is the borrower call price. No margin is required where the total consideration for which the holder can put the security back to the dealer is less than the total consideration for which the dealer may put the security back to the issuer. However, where a holder consideration exceeds dealer consideration (the dealer has a loss) the margin required is the lesser of:

15. Total to be included in adjusted liabilities
C-2

C. 16. Net loss, if any, on items 7 and 8 (see note)
B-3

- (1) the prescribed rate appropriate to the term of the security, and

- (2) the spread between holder consideration and dealer consideration (the loss) based on the call features subject to a minimum of $\frac{1}{4}$ of 1 per cent margin. Such commitments shall be reported in the manner set out under lines 4, 5, 9 and 10 above and shall include details of dealer and borrower calls.

PART II

SCHEDULE 15

ONTARIO SECURITIES COMMISSION

FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

.....
(Date)

CONTINGENT LIABILITIES AND COMMITMENTS

Description

Amount

NOTES AND INSTRUCTIONS

1. Include *only* items not recorded on Statement A.

2. Where contingent liabilities require margin, detailed supporting schedules must be presented and the amount required to margin included in Statement B, line 17.
3. Insignificant contingent liabilities need not be described unless in total they are significant in amount. In this case the total amount should be shown as "miscellaneous".
4. In the event that a dollar amount cannot be determined, describe the item in detail giving reasons for the inability to assign a dollar value.
5. Examples of contingent liabilities are:
- Unfunded pension liabilities
 - Leases
 - Guarantees or endorsements
 - Endorsement of puts and calls
 - Discounted notes
 - Legal actions pending
 - Pending income tax claims and assessments
 - Returned drafts
 - Underwriting commitments
 - Sales with call features

6. Contingent liabilities must be included up to the date of filing this report.

PART II

SCHEDULE 16

ONTARIO SECURITIES COMMISSION

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at audit date only)

.....
(Firm Name)

.....
(Date)

DETAILS OF TEN LARGEST SECURITY CLIENTS

(Excluding free credits, defined financial institutions, brokers and dealers, partners and shareholders, affiliated companies and buy-backs and sell-backs not yet due for settlement)

The following information should be provided for each client:

1. Client name (or account number)
2. Account classification (as per Schedule 4)
3. List of securities and money balance in the account in the following columns:

Name and Description of Security	Money Balance	No. of Shares Par Value Long or (Short)	Market Price	Market Value	Margin Required	Settlement Date of Outstanding Transactions (Cash Accounts Only)
--	------------------	---	-----------------	-----------------	--------------------	--

NOTES AND INSTRUCTIONS

1. Where a guarantee is used to reduce the margin required, the guarantor's account(s) must be merged for the purpose of producing this schedule. Also each client's position must represent the aggregate of all the client's accounts.
2. As an alternative to listing all items, copies of clients' statements and/or status slips may be filed provided they contain all the information required in this schedule. Totals on the schedule must agree with the attachments.

3. Securities with no loan value may be omitted.
4. Securities used for margin purposes (including safekeeping and segregation) must be fully negotiable. Safekeeping and segregated securities must be so identified.
5. Settlement means the settlement date shown on the *trade confirmation*.

PART II

SCHEDULE 17

ONTARIO SECURITIES COMMISSION

FINANCIAL QUESTIONNAIRE AND REPORT
(To be completed at audit date only)

.....
(Firm Name)

.....
(Date)

TEN SECURITIES WITH THE LARGEST AGGREGATE
LONG OR SHORT MARKET VALUE

(Excluding securities held segregated or in safekeeping and securities with the margin rate of 10 per cent or less)

(Number of shares or par value—long or (short))

Name of Security	Clients (Excluding Financial Institutions)	Partners/ Shareholders	Firm's Own	Total	Unit Price	Market Value	Loan Value
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NOTES AND INSTRUCTIONS

1. Segregated securities, to the extent they are used for margining accounts, must be included in these calculations.
2. Where distortions would result from including in the ten largest securities amounts which represent significant holdings in excess of amounts required to margin clients' or partners'/shareholders' accounts, then such items should be excluded from this Schedule.

PART II

SCHEDULE 18

.....
(Name of Registrant)

SUMMARY OF OPEN COMMODITY FUTURES CONTRACTS (1)

(A) CUSTOMERS' CONTRACTS

(B) FIRM, PARTNERS, SHAREHOLDERS, DIRECTORS AND EMPLOYEES.

.....
(Date)

Market	Commodity	No. of Contracts		Less Exempted Contracts (2) and Dealer's Covering Contracts (3)		Adjusted No. of Contracts		Settlement Price	Market Value of Total Long and Total Short for Each Commodity	
		Long	Short	Long	Short	Long	Short		Long	Short
TOTAL MARKET VALUE									\$	\$

INSTRUCTIONS

1. A separate schedule must be prepared for each of category A and B. Cross out A or B whichever not applicable.
2. For definition of exempted contracts see subsection 14 (7) of the regulations under the *Commodity Futures Act*.
3. Dealer's covering contracts are contracts entered into to effect a dealer's covering transaction. For a definition of "dealer's covering transaction", see subsection 7 (1) of Regulation 90 of Revised Regulations of Ontario, 1990, made under the *Commodity Futures Act*.

PART II

SCHEDULE 19

ONTARIO SECURITIES COMMISSION
FINANCIAL QUESTIONNAIRE AND REPORT

.....
(Firm Name)

SUMMARY STATEMENT OF INCOME FOR THE MONTHS ENDED
(With comparative figures for the ended)

	<u>Current Period</u>	<u>Comparable Previous Period (if available)</u>
1. Revenue—(a) Commissions:		
Securities	\$.....	\$.....
Commodities
(b) Principal business
(c) New Issues
(d) Money market
(e) Net interest
(f) Other
2. Total Revenue	\$.....	\$.....
3. Expenses		
(a) Commissions to Employees	\$.....	\$.....
(b) Employee salaries and bonuses
(c) Occupancy and equipment rental
(d) Interest
(e) Communications
(f) Bad debts
(g) Other
4. Total expenses	\$.....	\$.....
5. Income (Loss) before income taxes (line 2, minus line 4)
6. Income taxes (see note)
7. Income (Loss) before extraordinary items
8. Extraordinary items (net of income tax) (see note)
11. Net income (loss) for period	\$.....	\$.....
	S-12—11 or 12	

NOTES AND INSTRUCTIONS

The period covered in the current year should be from the previous year end. The comparative figures should be for the comparable period in the previous year where these are available.

A comparative statement of income prepared in accordance with generally accepted accounting principles and containing at least the information shown in the pre-printed Schedule 19 may be substituted. This statement should be affixed to the schedule provided.

It is recognized that the components of the revenue and expense classification on this Schedule may vary between firms. However, it is important that each firm be consistent between periods except where approved by the appropriate authority. Fair presentation may require the separate disclosure of additional large and/or unusual items by way of a note to this Schedule.

Line 1 (a) Net revenue from commissions for the period on securities and commodity futures (including options), before commission to registered representatives

(b) Revenue on all stock (including pro trading and net arbitrage revenue) and bond trading activity including adjustment of inventories to market value but excluding money market and new issue profits

(c) Revenue on new issue business when trading on an "if, as and when" basis, including the banking group and selling group spreads, and including adjustment of inventories to market value. Other items to be included are commissions on all savings bonds, net of sub agents' commissions, corporate fees, private placement fees, etc.

(d) Revenue on all money market and commercial paper activities net after all interest charged, but including adjustment of inventories to market value

(e) Net interest revenue or expense excluding interest on internal subordinated debt

(f) All other revenue

Line 6 All income taxes including national income tax at 33⅓ per cent on partnerships profits. Where the total income taxes on line 6 are materially different from the reported profit on line 5 multiplied by the current year's tax rate, an explanation of the difference should be provided.

Line 8 Extraordinary items should include only gains, losses and provisions for losses which, by their nature, are not typical of the normal business activities of the firm, and are not expected to occur regularly over a period of years. Examples are profits or losses on the sale of fixed assets, stock exchange seats or other non-active assets, profits or losses resulting from closing operations, etc. A list of items should be provided. R.R.O. 1980, Reg. 910, Form 9; O. Reg. 224/81, s. 3.

Form 10

Securities Act

ANNUAL QUESTIONNAIRE TO BE COMPLETED BY A
PORTFOLIO MANAGER
FOR ITS AUDITOR

Instruction: This Form may be used as a guideline for the purpose of assisting in the auditing of the financial statements of a portfolio manager and is not required to be filed.

A-1. Will the scope of the audit be unrestricted?

2. Have generally accepted accounting principles been maintained during the current year?

3. Have such principles been maintained on a basis consistent with the previous year and if there has been a change in such principles, has there been disclosure of the nature and effect of those changes?

4. Have all meetings of shareholders, directors and committees provided for in the by-laws been held?

5. Have all resolutions passed by the shareholders during the period been acted upon?

6. Have directors or their equivalent formally approved all material corporate transactions during the period?

7. Have minutes of all meetings been approved and appropriately signed?

8. Have the terms of every indenture, note, agreement or other material contract affecting financial statements been adhered to?

9. Were all transactions with officers and directors, of which you have knowledge, in the ordinary course of business?

10. Does the present system of accounts provide suitable breakdowns for preparation of proper financial statements?

11. Have all adjusting journal entries been placed on the books?

12. Has adequate provision been made in your accounts for all known liabilities?

13. List all material changes in your financial position subsequent to the year end.

14. In what provinces are you registered or licensed to do business?

B-1. Have arrangements been made that cash and securities of clients are never in your possession or the possession of an affiliate?

2. Do you have, on file, with respect to all new accounts opened during the period, evidence of each client's acknowledgement of the arrangements made with respect to the management of his or her investment portfolio?

3. Where clients retain a custodian, have proper instructions been given by the client to the custodian?

4. Do you have insurance of the kind and in the amount required under the Regulation to the *Securities Act*?

5. Are fees collected in advance accounted for as deferred income?

6. (a) Are your clients charged directly for services rendered?
(b) Are the charges based on the market value of the clients' portfolios?

7. Where you have purchased or sold a security on behalf of more than one client, has a procedure ensuring equity in allocation of the cost or proceeds of the transaction to each client been followed?

8. Is each client account supervised separate and distinct from that of other clients?

9. Have you complied with the following requirements:

- (a) That no registrant or any partner, officer or associate shall have a direct or indirect interest in any other registrant without the approval of the Director under the *Securities Act*?
- (b) That you shall not knowingly cause any investment portfolio managed by you to:
- invest in any issuer in which a responsible person as defined in section 118 of the *Securities Act*, or an associate of such a responsible person, is an officer or director unless that fact is disclosed to the client and the client's written consent is obtained prior to the purchase?
 - purchase or sell securities of any issuer from or to the account of such a responsible person, any associate of such a responsible person or the portfolio manager?
 - make a loan to such a responsible person, an associate of such a responsible person or the portfolio manager?
10. Except where the client has expressly directed otherwise, have confirmations of trades, in the form set out in section 36 of the *Securities Act*, promptly been sent or delivered by you to those clients on whose behalf orders are executed in your name or who are identified to dealers only by means of a code or symbol?
11. What is the aggregate market value of portfolios under management as at the last valuation date? R.R.O. 1980, Reg. 910, Form 10.

Form 11*Securities Act***APPLICATION FOR RECOGNITION AS AN EXEMPT PURCHASER**

Application is made for recognition as an exempt purchaser under the *Securities Act* and the following information is furnished in connection therewith:

- Name of applicant
 - Address for service
 - Telephone number
 - Postal Code
- Where the applicant is incorporated, state the jurisdiction in which the applicant was incorporated and the date of incorporation. If the applicant has been continued under the laws of another jurisdiction state the date and jurisdiction. Where the applicant is unincorporated, state the nature of the applicant, the jurisdiction in which the applicant was organized and the date of organization.
- Name all persons and companies that are insiders of the applicant or that would be insiders of the applicant if it were a reporting issuer and state the facts that make, or would make, each of them an insider and name all persons and companies that participate in the formulation of policies of the applicant.
- Name all individuals who are officers, directors, trustees, partners or representatives, as the case may be, of the applicant and state the occupations of each of them for the past five years.
- State fully the powers of investment and restrictions on the

powers of investment stipulated by the instrument of incorporation or organization.

- State the approximate value of the investment portfolio of the applicant.
- State any other relevant facts and state the reasons why the applicant should be recognized as an exempt purchaser.
- State the date of any previous application for recognition as an exempt purchaser and state the disposition of the application.
- Where a previous application for recognition as an exempt purchaser has been granted, state any changes in the facts stated in the original application and any amendments to it.

(If space provided in any item is insufficient, additional sheets may be used and must be cross referred to the item and properly identified and signed by the applicant and Commissioner.)

Dated at
 this day of, 19.....
 By
 (signature)

 (official capacity)

AFFIDAVIT**IN THE MATTER OF THE SECURITIES ACT**

Province of Ontario) I,
) (name in full)
 of)
) of the
)
 To Wit:) in the
)

MAKE OATH AND SAY:

- I am the of the applicant and I signed the application of the applicant.
- The statements of fact made in the application are true.

SWORN before me at the
 of
 in the of
 this day of 19.....

 (A Commissioner, etc.)

R.R.O. 1980, Reg. 910, Form 11.

Form 12*Securities Act***INFORMATION REQUIRED IN PROSPECTUS OF INDUSTRIAL COMPANY****ITEM 1—Distribution Spread:**

The information called for by the following Table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

	Column 1	Column 2	Column 3
	Price to Public	Underwriting discounts or commissions	Proceeds to issuer or selling securityholder
Per unit
Total

INSTRUCTIONS:

1. Only commissions paid or payable in cash by the issuer or selling securityholder or discounts granted are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder shall be set out following the table with a reference thereto in the second column of the table. Any finder's fees or similar payments shall be appropriately disclosed.
2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.
3. If the presentation of information in the form contemplated herein results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.
4. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.
5. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 26. State the portion of the expenses of distribution to be borne by the selling securityholder.
6. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2—Plan of Distribution:

- (a) If the securities being offered are to be sold through underwriters, give the names of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.
- (b) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate, where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

INSTRUCTIONS:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, or whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.
2. Where an underwriting is subject to a "market out" clause, a

statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

A sample paragraph is as follows:

Plan of Distribution

"Under an agreement dated

19..... between the company and as underwriter, the company has agreed to sell and the under-

writer has agreed to purchase on

19..... the at a price of \$....., payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for all of the

..... if any of the are purchased under the agreement."

ITEM 3—Market for Securities:

Where no market exists, or will exist after the distribution, state in bold face type on the first page: "There is no market through which these securities may be sold." Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company, or otherwise.

ITEM 4—Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling securityholder would be most likely to influence the investor's decision to purchase the security.

INSTRUCTIONS:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in Item 10, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.
2. Appropriate cross-references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5—Use of Proceeds to Issuer:

- (a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.
- (b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfillment of any conditions.
- (c) Where the issuer is a related issuer or connected issuer of an underwriter, state a summary of the nature of the relationship or connection between the underwriter and the issuer and state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state. Make a

cross-reference to the information in the prospectus required by Item 30.

INSTRUCTIONS:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient.
2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out, and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.
3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, this Item is to be answered as to the use of the proceeds of that indebtedness if the indebtedness was incurred within the two preceding years.
4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets, and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.

5. See also Item 30.

ITEM 6—Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

INSTRUCTION:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

ITEM 7—Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated, or where appropriate in notes thereto:

- (1) particulars of the share and loan capital of the issuer;
- (2) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly-owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;
- (3) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis; and
- (4) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Designation of security	Amount authorized or to be authorized	Amount outstanding as of the date of the most recent balance sheet contained in the prospectus	Amount outstanding as of a specific date within 30 days	Amount to be outstanding if all securities being issued are sold
.....

INSTRUCTIONS:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Do not include other indebtedness classified as current liabilities unless secured.
2. Include in the table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the table a cross-reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.
3. Individual items of indebtedness which are not in excess of 3 per cent of total assets as shown in the balance sheet referred

to in Column 3 may be set out in a single aggregate amount under an appropriate caption such as "Sundry Indebtedness".

4. Where practicable, state in general terms the respective, priorities of the indebtedness shown in the table.
5. Give particulars of the amount, general description of and security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.
6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.

7. Set out in a note the number of shares subject to rights, options and warrants.
8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.
9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.
10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership in the capital and surplus of any subsidiary by the minority interest.
11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or the date of the *pro forma* prospectus. Where more than thirty days have elapsed from the date of the preliminary or *pro forma* prospectus, the information included in the prospectus shall, if feasible, be updated to a date within thirty days of the prospectus.
12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amount set out in Column 4 to be retired out of the proceeds of the issue.

ITEM 8—Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by articles of incorporation or otherwise and the date the corporation came into existence. If material state whether these have been amended.

INSTRUCTIONS:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 17.
2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 9—Description of Business:

Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general development of the business within the five preceding years. If the business consists of the production or distribution of different kinds of products or the rendering of different kinds of services, indicate, in so far as practicable, the principal products or services.

INSTRUCTIONS:

1. The description shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is necessary to understand the character and development of the business conducted by the combined enterprise.
2. In describing developments, information shall be given as to matters such as the following: the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries; the nature and results of any other material reorganization of the issuer or any of its subsidiaries; the acquisition or disposition of any material

amount of assets otherwise than in the ordinary course of business; material changes in the types of products produced or services rendered by the issuer and its subsidiaries; and any material changes in the mode of conducting the business of the issuer or its subsidiaries.

ITEM 10—Risk Factors:

- (a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus summarizing the factors which make the purchase a risk or speculation. Include such matters as the *pro forma* dilution of the investment based on net tangible assets and a comparison, in percentages, of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 110 of the Act, and underwriters for cash, property and services. The information may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross-reference is made to the place in the prospectus where the information is contained.
- (b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the securityholder's assessment of risk associated with the investment.

ITEM 11—Acquisitions:

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

ITEM 12—Description of Property:

State briefly the location and general character of the principal properties, including buildings and plants, of the issuer and its subsidiaries. If any property is not freehold property or is held subject to any major encumbrance, so state and briefly describe the nature of the title or encumbrance, as the case may be.

INSTRUCTION:

What is required is information essential to an investor's appraisal of the securities being offered. Such information should be furnished as will reasonably inform investors as to the suitability, adequacy, productive capacity and extent of utilization of the facilities used in the enterprise. Detailed descriptions of the physical characteristics of individual properties or legal descriptions by metes and bounds are not required and should not be given.

ITEM 13—Variations in Operating Results:

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

INSTRUCTION:

The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.

ITEM 14—Asset and Earnings Coverage:

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 59 of the Regulation.

ITEM 15—Promoters:

If any person or company is or has been a promoter of the issuer or of any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or *pro forma* prospectus, furnish the following information:

- (a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer, or from any of its subsidiaries, and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.
- (b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state the person's relationship, if any, with the issuer, any subsidiary or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 16—Legal Proceeding:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTION:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 17—Issuance of Shares:

- (a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:
 - (i) dividend rights;
 - (ii) voting rights;
 - (iii) liquidation or distribution rights;
 - (iv) pre-emptive rights;
 - (v) conversion rights;
 - (vi) redemption, purchase for cancellation or surrender provisions;
 - (vii) sinking or purchase fund provisions;
 - (viii) liability to further calls or to assessment by the issuer; and
 - (ix) provisions as to modification, amendment or variation of any such rights or provisions.
- (b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such

shares or the provisions of the governing Act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.
2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 18), ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.
3. In addition to the summary referred to in Instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 18—Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefor including, without limiting the generality of the foregoing:

- (a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.
- (b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.
- (c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.
- (d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.
- (e) An indication of any financial arrangements between the issuer and any of its affiliates or among its affiliates that could effect the security for the indebtedness.

INSTRUCTION:

Instructions 1, 2 and 3 to Item 17 apply to this item with due alteration for points of detail.

ITEM 19—Issuance of Other Securities:

If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.

INSTRUCTION:

The instructions to Item 17 apply to this Item with due alteration for points of detail.

ITEM 20—Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus.

INSTRUCTION:

Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 21—Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.

INSTRUCTIONS:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.
2. Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the principal business in which such company is engaged.
3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 22—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 23—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:
 - (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms,

including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;

- (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if,
 - (i) the borrower is a full-time employee of the issuer,
 - (ii) the loan is fully secured against the residence of the borrower, and
 - (iii) the amount of the loan does not exceed the annual salary of the borrower;
 - (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan,
 - (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
 - (ii) involves no more than usual risks of collectibility; and
 - (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reason shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.
2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 24—Options to Purchase Securities:

Furnish (in tabular form, if possible) the information referred to in Instruction 1, as at a specified date not more than thirty days before the date of the preliminary prospectus or *pro forma* prospectus, as the case may be, and as at the date of the filing of the prospectus, as to options to purchase securities of the issuer or any of its subsidiaries that are held or proposed to be held,

- (i) by all executive officers as a group and all directors who are not also executive officers as a group, indicating the aggregate number of executive officers and the aggregate number of directors to whom the information applies, without naming them;
- (ii) by all executive officers of all subsidiaries of the issuer as a group and all directors of such subsidiaries who are not also executive officers as a group, without naming them, excluding individuals referred to in clause (i);
- (iii) by all other employees of the issuer as a group, without naming them;
- (iv) by all other employees of the subsidiaries of the issuer as a group, without naming them; and
- (v) by any other person or company, naming each such person or company.

INSTRUCTIONS:

1. Describe the options, stating the material provisions of each class or type of option including,
 - (i) the designation and number of the securities under option;
 - (ii) the purchase price of the securities under option or the formula by which the purchase price will be determined, and the expiration dates of such options;
 - (iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and
 - (iv) if reasonably ascertainable, the market value of the securities under option on the specified date.
2. For the purposes of this Item,

"executive officer" means the chair and any vice-chair of the board of directors of an issuer who performs the functions of such office on a full-time basis, the president, any vice-president in charge of a principal business unit such as sales, finance or production, and any officer of the issuer or of a subsidiary who performs a policy-making function in respect of the issuer, whether or not such officer is also a director of the issuer or the subsidiary;

"options" includes all options, share purchase warrants or rights other than those shares issued on a proportionate basis, to all securityholders of the same class resident in Canada and an extension of an option shall be deemed to be a granting of an option.

3. Options that are proposed to be held are those where there is an approval or understanding or commitment of the issuer or a subsidiary in respect of the granting of such options.
4. In the disclosure made under this Item 24, do not include options granted or proposed to be granted that are otherwise disclosed in Item 1 or 2, including options granted or to be granted to the underwriter in respect of the distribution under the prospectus.

ITEM 25—Escrowed Shares:

State as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated, the number of shares of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depository, if any, the date of and the conditions governing the release of the shares from escrow:

TABLE

Column 1	Column 2	Column 3
Designation of class	Number of securities held in escrow	Percentage of class
.....
.....

ITEM 26—Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated.

- (a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indi-

rectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Name and address	Designation of class	Type of ownership	Number of securities	Percentage of class
.....

- (b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries, beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them:

TABLE

Column 1	Column 2
Designation of Class	Percentage of Class
.....
.....

INSTRUCTIONS:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through direct or indirect ownership of voting securities in the company, owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the Table described in paragraph (a).
2. For purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.
4. If any of the securities being offered are to be offered for the account of a securityholder, name such securityholder and state the number or amount of the securities owned by the securityholder, the number or amount to be offered for the securityholder's account, and the number or amount to be owned by the securityholder after the offering.
5. If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 24, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.
6. If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of

any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.

ITEM 27—Intercompany Relationships:

- (a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.
- (b) Clearly illustrate by way of a diagram or otherwise the intercompany relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).
- (c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or *pro forma* prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

TABLE

Name and address of company	Nature of its principal business	Percentage of securities of any class beneficially owned, directly or indirectly	Percentage of book value of issuer's assets invested therein
.....
.....
.....

INSTRUCTIONS:

1. If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate in so far as practicable the status to exist upon consummation of the plan.
2. The name of any particular subsidiary may be omitted if
 - (a)—the assets of the subsidiary, or
 - the investment in and advances to the subsidiary by its parent and the parent's other subsidiaries,
 - if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;
 - (b) the sales and operating revenues of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and
 - (c) the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.

ITEM 28—Prior Sales:

- (a) State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or *pro forma* prospectus, or are to be sold, by the issuer or selling securityholder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.

- (b) Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month, of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters provided that the Director may permit the omission of the information regarding trading volume.

INSTRUCTION:

In the case of sales by a selling securityholder, the information required by paragraph (a) may be given in the form of price ranges for each calendar month.

ITEM 29—Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or *pro forma* prospectus, or on any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:

- (i) any director or senior officer of the issuer;
- (ii) any securityholder named in answer to paragraph (a) of Item 26; and
- (iii) any associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.
2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.
3. This Item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.
4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.
5. No information need be given in answer to this Item as to any transaction or any interest therein, where,
 - (i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;
 - (iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;
 - (iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed \$50,000; or
 - (v) the transaction does not, directly or indirectly, involve remuneration for services, and,
 - (A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,
 - (B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and
 - (C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.
6. Information shall be furnished in answer to this Item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.
7. This Item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 30—Relationship between Issuer and Underwriter:

Where the issuer is a related issuer or connected issuer of an underwriter, describe fully,

- (i) the nature of the existing relationship or connection between the issuer and the underwriter;
- (ii) the involvement of the underwriter and of any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution; and
- (iii) the effect of the issue on the underwriter and each related issuer of the underwriter,

and, on the first page of the prospectus, in bold face print, give a summary of the nature of the relationship or connection between the issuer and the underwriter and a cross-reference to the section in the prospectus that fully describes the relationship or connection.

INSTRUCTIONS:

1. "Related issuer" and "connected issuer" are defined in section 219 of the Regulation.
2. In describing the existing relationship or connection between the issuer and the underwriter, describe the basis on which the issuer is a related issuer or connected issuer of the underwriter and,
 - (i) include, to the extent necessary to describe the relationship or connection,
 - (A) the name of each relevant related issuer of the underwriter,
 - (B) the details of any beneficial ownership of, or exercise of control or direction over, any securities of any relevant party (including the issuer, the underwriter and any related issuer of the underwriter) by any other relevant party,
 - (C) the details of the ability of any relevant party to participate in or to affect materially the operations of any other relevant party by virtue of representation on a board of directors, a management contract, an escrow or pooling or voting trust agreement, or any other means,
 - (D) the details of any business or professional relationship between relevant parties; and
 - (ii) where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter and that indebtedness is the basis on which the issuer is a connected issuer of the underwriter, state the details of the indebtedness, including,
 - (A) the amount of the indebtedness,
 - (B) the extent to which the issuer is in compliance with the terms of any agreement governing the indebtedness,
 - (C) the extent to which the related issuer has waived any breach of any such agreement since its execution,
 - (D) the nature of the security for the indebtedness, and
 - (E) the extent to which the financial position of the issuer or the value of the security has changed since the indebtedness was incurred.

3. In describing the involvement of the underwriter and any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution, describe whether the issue was required, suggested or consented to by the underwriter or any related issuer of the underwriter and, if so, on what basis. It is not necessary to describe the involvement of the underwriter in the decision to distribute securities where that involvement is limited to acting, independently of any related issuer of the underwriter, as a financial adviser to the issuer in the ordinary course of business, including presenting a proposal for a distribution and settling the terms of the securities, on the same basis as that on which an independent underwriter would advise the issuer.
4. In describing the effect of the issue on the underwriter and each related issuer of the underwriter, state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter and, where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter, whether any of the indebtedness will be repaid from the proceeds of the issue and, if so, the amount of the repayment. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state.
5. State any other material facts with respect to the relationship or connection between the underwriter, any related issuer of the underwriter and the issuer that are not required to be described by the foregoing.

ITEM 31—Underwriter as Issuer:

Where a non-reporting issuer issuing voting securities or participating securities is a registered dealer or an issuer all or substantially all of whose assets are securities of a registered dealer and the dealer is underwriting 25 per cent or more of the issue,

- (i) state that the dealer is an underwriter in bold face type on the first page of the prospectus;
- (ii) include in the prospectus summaries of two valuations of the issuer by two independent underwriters or chartered accountants; and
- (iii) give in the prospectus a reasonable time and place at which the valuations may be inspected during the distribution of the securities being offered.

INSTRUCTIONS:

1. "Participating security" is defined in section 212 of the Regulation and "valuation" is defined in section 183 of the Regulation.
2. Underwriters or chartered accountants are independent if they are not related issuers or connected issuers of the issuer. See Item 30. Participation in the distribution does not disqualify underwriters that are otherwise independent.

ITEM 32—Auditors, Transfer Agents and Registrars:

- (a) State the name and address of the auditor of the issuer.
- (b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 33—Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or *pro forma* prospectus, by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

INSTRUCTIONS:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.
2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This Item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.
3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.
4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 34—Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items. R.R.O. 1980, Reg. 910, Form 12; O. Reg. 420/85, s. 1; O. Reg. 345/87, s. 14.

Form 13

Securities Act

INFORMATION REQUIRED IN PROSPECTUS OF FINANCE COMPANY

ITEM 1—Distribution Spread:

The information called for by the following table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

	Column 1	Column 2	Column 3
	Price to Public	Underwriting discounts or commissions	Proceeds to issuer or selling securityholder
Per unit
Total

INSTRUCTIONS:

1. Only commissions paid or payable in cash by the issuer or selling securityholder or discounts granted are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder shall be set out following the table with a reference thereto in

the second column of the table. Any finder's fees or similar payments shall be appropriately disclosed. Where debt securities are offered, the price to the public, the underwriting discounts and commission and the proceeds to the finance company, except with the consent of the Director, shall be expressed as a percentage.

2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.
3. If the presentation of information in the form contemplated results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.
4. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.
5. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 30. State the portion of the expenses of distribution to be borne by the selling securityholder.
6. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2—Plan of Distribution:

- (a) If the securities being offered are to be sold through underwriters, give the names of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.
- (b) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate, where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

INSTRUCTIONS:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, of whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.
2. Where an underwriting is subject to a "market out" clause, a statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

A sample paragraph is as follows:

Plan of Distribution

"Under an agreement dated 19..... between the company and as underwriter, the company has agreed to sell and the underwriter has agreed to purchase on 19..... the

at a price of \$....., payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also

be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for

all of the if any of the
..... are purchased under the agreement."

ITEM 3—Market for Securities:

Where no market exists, or will exist after the distribution, state in bold face type on the first page: "There is no market through which these securities may be sold". Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company, or otherwise.

ITEM 4—Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling securityholder would be most likely to influence the investor's decision to purchase the security.

INSTRUCTION:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in Item 14, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.
2. Appropriate cross-references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5—Use of Proceeds to Issuer:

- (a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.
- (b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfillment of any conditions.
- (c) Where the issuer is a related issuer or connected issuer of an underwriter, state a summary of the nature of the relationship or connection between the underwriter and the issuer and state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state. Make a cross-reference to the information in the prospectus required by Item 33.

INSTRUCTIONS:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient.
2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out, and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.

3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, this Item is to be answered as to the use of the proceeds of that indebtedness if the indebtedness was incurred within the two preceding years.
4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets, and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.
5. See also Item 33.

ITEM 6—Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

INSTRUCTION:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

ITEM 7—Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated, or where appropriate in notes thereto:

- (1) particulars of the share and loan capital of the issuer;
- (2) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;
- (3) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis;
- (4) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements; and
- (5) disclose any potential dilution of the assets per share and earnings per share in a computation, giving effect to the current issue and to all existing options, warrants and conversion rights in relation to any capital security of the finance company.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Designation of security	Amount authorized or to be authorized	Amount outstanding as of the date of the most recent balance sheet contained in the prospectus	Amount outstanding as of a specific date within 30 days	Amount to be outstanding if all securities being issued are sold
.....

INSTRUCTIONS:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Include as an aggregate amount and by classes indebtedness payable within one year from the date of the balance sheet which is evidenced by drafts, bills of exchange, banker's acceptances or promissory notes.
2. Include in the table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the table a cross reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.
3. Individual items of indebtedness which are not in excess of 3 per cent of total assets as shown in the balance sheet referred to in Column 3 may be set out in a single aggregate amount under an appropriate caption such as "Sundry Indebtedness".
4. Where practicable, state in general terms the respective priorities of the indebtedness shown in the table.
5. Give particulars of the amount, general description of and

security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.

6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.
7. Set out in a note the number of shares subject to rights, options and warrants.
8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.
9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.
10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership

in the capital and surplus of any subsidiary by the minority interest.

11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or the date of the *pro forma* prospectus. Where more than thirty days have elapsed from the date of the preliminary or *pro forma* prospectus, the information included in the prospectus shall, if feasible, be updated to a date within thirty days of the prospectus.
12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amounts set out in Column 4 to be retired out of the proceeds of the issue.
13. Where the amount outstanding as of a specific date within thirty days cannot be precisely calculated, so state; an estimated figure should be used, with a note indicating the basis of calculation and the reasons therefor.
14. In the case of short term notes issued on an agency basis, Column 5, may, with the consent of the Director, be omitted.

ITEM 8—Operations of the Issuer:

Employing tabular form where appropriate, with such explanatory notes as are essential to an investor's appraisal of the securities being offered, set forth the following information in respect of the issuer, its subsidiaries and affiliates;

Maturity of Receivables

- (a) Set a schedule of receivables showing receivables:
 - (i) due in the current financial year;
 - (ii) due within the next subsequent financial year;
 - (iii) due within the two years next thereafter; and
 - (iv) due at any later date.

Analysis of Outstanding Receivables

- (b) Give in tabular form, including, for example, wholesale, retail industrial, consumer loans, mortgages, leasing, business loans, dealer capital loans and any other type of loan constituting a significant class of business. Indicate the approximate amount and percentage of sales finance receivables covered by dealer endorsement or repurchase agreements.

Funding Requirements

- (c) Show the aggregate current sinking fund requirements and maximum purchase fund requirements for the succeeding five years. Segregate this information according to the class and series of security covered. Do not repeat details given in the prospectus relating to the rights, privileges and preferences of each class of security ranking prior to or equally with such security. In addition, provide an analysis setting forth commitments which must be met both as to sinking fund requirements and the maturing of long term debt indicating the amount due within,
 - (i) one year;
 - (ii) one year to two years;
 - (iii) two years to three years;
 - (iv) three years to five years;
 - (v) five years to ten years; and

- (vi) over ten years.

Schedule of Current Position

- (d) Show the finance company's liquid capital position based on the financial position as of the date of the balance sheet in the prospectus both before and after giving effect to the proposed issue. Include assets which will be due within the next twelve months and the liabilities payable within the same period. Where there is a deficiency in liquid capital, explain the significance thereof having regard to the financial structure, the mode of operation of the company, and the prior experience of the company.
- (e) If the effective tax rate is significantly less than is normally paid by finance companies generally, explain the principal reasons for such tax rate.
- (f) Indicate those subsidiaries and operations which have produced material operating losses within the preceding two financial years, giving details thereof.
- (g) Set out the amounts of the finance company's credit losses for each of the preceding five financial years and show such amounts as a percentage of liquidations, and of average outstandings.

INSTRUCTION:

In answering this item, give appropriate details of the quality, collectibility and arrears of receivables and include an age analysis of accounts receivable, and the percentage of receivables refinanced after being in arrears for periods from three months to in excess of eighteen months.

ITEM 9—Asset and Earnings Coverage:

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 59 of the Regulation.

ITEM 10—Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by articles of incorporation or otherwise and the date the corporation came into existence. If material state whether these have been amended.

INSTRUCTIONS:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 21.
2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 11—Relationships With Other Companies:

Where the issuer has a parent, or one or more dominant interests exist, indicate the nature of the relationship between the issuer and the parent or dominant interest including,

- (a) Whether the issuer operates as an adjunct to the primary business of the parent or dominant interest.
- (b) What percentage of the voting securities of the issuer is owned by its parent, or by any dominant interest.
- (c) Whether the parent or, or dominant interest in, the issuer intends to make loans to the issuer.
- (d) Whether the issuer makes loans to or invests in securities of any affiliate or associate.

- (e) Any other basis of influence by the parent or dominant interest.

INSTRUCTIONS:

1. A dominant interest exists in a specified company when,

- (i) that company is controlled by another person or company;
- (ii) that company is an affiliate of another person or company other than a person or company controlled by it;
- (iii) a person or company owns, directly or indirectly, more than 10 per cent of the voting securities of that company; or
- (iv) when a person or company is customarily able to direct the operations of the company by virtue of:
 - a. management contracts,
 - b. licensing or franchise agreements,
 - c. options on voting securities,
 - d. escrow or pooling or voting trust agreements,
 - e. any other means.

2. Where any parent is a resident of, or a corporation or other organization formed under the laws of, any foreign country, give the name of such country for each such foreign parent, and, if the parent is a corporation or other organization, state briefly the nature of the organization.

3. If the existence of a dominant influence is open to reasonable doubt in any instance, the issuer may disclaim the existence of a dominant influence and any admission thereof; in such case, however, the issuer shall state the material facts pertinent to the possible existence of a dominant influence.

ITEM 12—Intercorporate Relationships:

- (a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.
- (b) Clearly illustrate by way of a diagram or otherwise the intercorporate relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).
- (c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or *pro forma* prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

TABLE

Name and address of company	Nature of its principal business	Percentage of securities of any class beneficially owned, directly or indirectly	Percentage of book value of issuer's assets invested therein
.....
.....
.....

INSTRUCTION:

- 1. If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate in so far as practicable the status to exist upon consummation of the plan.
- 2. The name of any particular subsidiary may be omitted if
 - (a)—the assets of the subsidiary, or
 - the investments in and advances to the subsidiary by its parent and the parent's other subsidiaries,
 - if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;
 - (b) the sales and operating revenues of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and
 - (c) the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.

development of the business within the five preceding years. Where a material proportion of the assets of the issuer and its subsidiaries is invested in or is derived from,

- (i) financial services;
- (ii) other services;
- (iii) the distribution of products;
- (iv) the production of products;
- (v) real estate development;
- (vi) investment in securities of companies other than subsidiaries; or
- (vii) any other specific branch of the business,

furnish in substantially the tabular form indicated, as at the date of the list balance sheet,

- (i) the percentage of the consolidated assets of the issuer and its subsidiaries employed in each separate operations;
- (ii) the percentage of the consolidated gross revenues of the issuer and its subsidiaries derived from each separate operation.

ITEM 13—Description of Business:

- (a) Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general

TABLE

COLUMN 1	COLUMN 2	COLUMN 3
Separate operation in which a material proportion of assets are invested	Percentage of Consolidated Assets, at book value, devoted thereto	Percentage of Gross Revenue derived therefrom
1. Finance Company Services
2. Other Services
3. Distribution of Products
4. Production of Products
5. Real estate development
6. Investment in securities of companies other than subsidiaries
7. Any other specific branch of the business

(b) If the issuer has carried on any business other than that of a finance company during the past five years, state the nature of such other business and give the approximate date on which the issuer commenced to operate principally as a finance company. If the issuer's name was changed during the period, state its former name and the date on which the name was changed.

(c) If during the past two years any affiliate or associate of the issuer or its subsidiaries had any material interest, direct or indirect, in any transaction involving the purchase of any substantial amount of assets presently held by the issuer or any of its subsidiaries, describe the interest of the affiliate or associate in such transaction and state the cost of such assets to the purchaser and to the seller.

(d) Where a material proportion of the consolidated assets or consolidated gross revenues of the issuer is invested in, or is derived from real property, state briefly the location and general character of the principal properties, including buildings and plants of the issuer and its subsidiaries. If any such property is not freehold property or is held subject to any major encumbrance, so state and briefly describe the nature of the title or any such encumbrance, as the case may be.

(e) Where the primary business of the issuer, or of any subsidiary or affiliate, is investing, reinvesting, owning, holding or trading in securities, indicate whether such business is carried on by the issuer itself or by a subsidiary or affiliate, naming such subsidiary or affiliate together with a brief outline of its corporate history and structure, and

(i) describe the policy or proposed policy with respect to each of the following types of activities, outlining the extent, if any, to which the issuer has engaged in such activities during the last five years and indicate which of such policies may not be changed without shareholder action:

- the issuance of securities other than the securities offered,
- the borrowing of money,
- the underwriting of securities of other issuers,
- the concentration of investments in a particular class or kind of industry,
- the purchase and sale of real estate,

f. the purchase and sale of commodities, or commodity futures contracts,

g. the making of loans, whether secured or unsecured, and

h. any other policy which the issuer deems fundamental;

INSTRUCTION:

For the purpose of clause g, the purchase of debt securities for investment purposes is not to be considered the making of a loan by the issuer,

(ii) describe the investment policy of the issuer with respect to each of the following matters which is not described as a fundamental policy of the issuer under subparagraph (i) of this paragraph, indicating which of such investment policies may not be changed without shareholder action:

- the type of securities (for example, bonds, preferred shares, common shares) in which it may invest, indicating the proportion of the assets which may be invested in each such type of security,
- the percentage of assets which it may invest in the securities of any one company,
- the percentage of securities of any one company which it may acquire,
- investment in securities of companies for the purpose of exercising control or management,
- investment in securities of mutual fund companies or other investment companies, and
- any other investment policy not specified above or in subparagraph (i) of this paragraph which is set out in the issuer's articles of incorporation, other constating documents, by-law or regulations.

INSTRUCTIONS:

- The description shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is neces-

sary to understand the character and development of the business conducted by the combined enterprise.

2. Outline such material facts as are essential to an investor's appraisal of the securities being offered. Where applicable, such information should be furnished as will reasonably inform investors as to the suitability, adequacy, productive capacity and extent of utilization of the facilities used in the enterprise. Detailed descriptions of the physical characteristics of individual properties or legal descriptions by metes and bounds are not required and shall not be given.
3. In describing developments, information shall be given as to matters such as the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries, the nature and results of any other material reorganization of the issuer or any of its subsidiaries and any material changes in the mode of conducting the business of the issuer or its subsidiaries.
4. In answering paragraph (c) of this Item, transactions between the issuer and a wholly-owned subsidiary need not be disclosed.
5. The words "wholly-owned subsidiary" as used in this Item include a subsidiary where directors and officers are beneficial owners of voting securities to the extent necessary to qualify as directors.
6. Indicate who or what group of persons is responsible for investment decisions, the granting of loans, and the establishing of bad-debt allowances.
7. Indicate whether the approval of the board of directors of the company is required for loans and acquisitions and whether the board of directors is comprised of nominees of the dominant interest in the finance company.
8. Instruction 1 to Item 11 applies to this Item with due alteration for points of detail.

ITEM 14—Risk Factors:

- (a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or speculation. Include such matters as the *pro forma* dilution of the investment based on net tangible assets and a comparison, in percentages, of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 110 of the Act, and underwriters for cash, property and services. The information may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross-reference is made to the place in the prospectus where the information is contained.
- (b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the securityholder's assessment of risk associated with the investment.

ITEM 15—Acquisitions:

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

ITEM 16—Variations in Operating Results:

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

INSTRUCTION:

The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.

ITEM 17—Tax Status of Issuers:

State in general terms the bases upon which the income and capital receipts of the issuer are taxed.

ITEM 18—Tax Status of Securityholders:

State in general terms the income tax consequences to the holders of the securities offered hereby of any distribution to such holders in the form of dividends or otherwise.

ITEM 19—Promoters:

If any person or company is or has been a promoter of the issuer or of any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or *pro forma* prospectus, furnish the following information:

- (a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer, or from any of its subsidiaries, and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.
- (b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state the person's relationship, if any, with the issuer, any subsidiary or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 20—Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTION:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 21—Issuance of Shares:

- (a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:
 - (i) dividend rights;
 - (ii) voting rights;
 - (iii) liquidation or distribution rights;

- (iv) pre-emptive rights;
 - (v) conversion rights;
 - (vi) redemption, purchase for cancellation or surrender provisions;
 - (vii) sinking or purchase fund provisions;
 - (viii) liability to further calls or to assessment by the issuer; and
 - (ix) provisions as to modification, amendment or variation of any such rights or provisions.
- (b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This Item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.
2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 22), ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.
3. In addition to the summary referred to in Instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 22—Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefor including, without limiting the generality of the foregoing:

- (a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.
- (b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.
- (c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.
- (d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.
- (e) An indication of any financial arrangements between the

issuer and any of its affiliates or among its affiliates that could effect the security for the indebtedness.

INSTRUCTIONS:

The instructions to Item 21 apply to this Item with due alteration for points of detail.

ITEM 23—Issuance of Other Securities:

If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.

INSTRUCTION:

The instructions to Item 21 apply to this Item with due alteration for points of detail.

ITEM 24—Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus.

INSTRUCTION:

Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 25—Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.

INSTRUCTIONS:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.
2. Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the principal business in which such company is engaged.
3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 26—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 27—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and

- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last complete financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

- (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;
- (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if,
 - (i) the borrower is a full-time employee of the issuer,
 - (ii) the loan is fully secured against the residence of the borrower, and
 - (iii) the amount of the loan does not exceed the annual salary of the borrower;
- (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan,
 - (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
 - (ii) involves no more than usual risks of collectibility; and
- (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 28—Options to Purchase Securities:

Furnish (in tabular form, if possible) the information referred to in Instruction 1, as at a specified date not more than thirty days before the date of the preliminary prospectus or *pro forma* prospectus, as the case may be, and as at the date of the filing of the prospectus, as to options to purchase securities of the issuer or any of its subsidiaries that are held or proposed to be held,

- (i) by all executive officers as a group and all directors who are not also executive officers as a group, indicating the aggregate number of executive officers

and the aggregate number of directors to whom the information applies, without naming them;

- (ii) by all executive officers of all subsidiaries of the issuer as a group and all directors of such subsidiaries who are not also executive officers as a group, without naming them, excluding individuals referred to in clause (i);
- (iii) by all other employees of the issuer as a group, without naming them;
- (iv) by all other employees of any subsidiary of the issuer as a group, without naming them; and
- (v) by any other person or company, naming each such person or company.

INSTRUCTIONS:

1. Describe the options, stating the material provisions of each class or type of option including,
 - (i) the designation and number of the securities under option;
 - (ii) the purchase price of the securities under option or the formula by which the purchase price will be determined, and the expiration dates of such options;
 - (iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and
 - (iv) if reasonably ascertainable, the market value of the securities under option on the specified date.
2. For the purposes of this Item,
 - (i) "executive officer" means the chair and any vice-chair of the board of directors of an issuer who performs the functions of such office on a full-time basis, the president, any vice-president in charge of a principal business unit such as sales, finance or production, and any officer of the issuer or of a subsidiary who performs a policy-making function in respect of the issuer, whether or not such officer is also a director of the issuer or the subsidiary;
 - (ii) "options" includes all options, share purchase warrants or rights other than those shares issued on a proportionate basis, to all securityholders of the same class resident in Canada and an extension of an option shall be deemed to be a granting of an option.
3. Options that are proposed to be held are those where there is an approval or understanding or commitment of the issuer or a subsidiary in respect of the granting of such options.
4. In the disclosure made under this Item 28, do not include options granted or proposed to be granted that are otherwise disclosed in Item 1 or 2, including options granted or to be granted to the underwriter in respect of the distribution under the prospectus.

ITEM 29—Escrowed Securities:

State as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated, the number of securities of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depository, if any, the date of and the conditions governing the release of the securities from escrow:

TABLE

Column 1	Column 2	Column 3
Designation of class	Number of securities held in escrow	Percentage of class
.....
.....

ITEM 30—Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated.

- (a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the shares are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Name and address	Designation of class	Type of ownership	Number of securities	Percentage of class
.....

- (b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries, beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them:

TABLE

Column 1	Column 2
Designation of Class	Percentage of Class
.....
.....

INSTRUCTIONS:

- Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).
- For purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.
- If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate as far as practicable, the respective holdings

or voting securities that will exist after giving effect to the plan.

- If any of the securities being offered are to be offered for the account of a securityholder name such securityholder and state the number or amount of the securities owned by the securityholder, the number or amount to be offered for the securityholder's account, and the number or amount to be owned by the securityholder after the offering.
- If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 29, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the name and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.
- If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.
- The word "issuer" as used in this Item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

ITEM 31—Prior Sales:

- State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or *pro forma* prospectus, or are to be sold, by the issuer or selling securityholder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.
- Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters provided that the Director may permit the omission of the information regarding trading volume.

INSTRUCTION:

In the case of sales by a selling securityholder, the information required by paragraph (a) may be given in the form of price ranges for each calendar month.

ITEM 32—Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or *pro forma* prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:

- any director or senior officer of the issuer;
- any shareholder named in answer to paragraph (a) of Item 30; and
- any associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.
2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.
3. This Item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.
4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.
5. No information need be given in answer to this Item as to any transaction or any interest therein, where,
 - (i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;
 - (iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;
 - (iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed \$50,000; or
 - (v) the transaction does not, directly or indirectly, involve remuneration for services, and,
 - (A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,
 - (B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and
 - (C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.
6. Information shall be furnished in answer to this Item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.
7. This Item does not require the disclosure of any interest in

any transaction unless such interest and transaction are material.

8. The word "issuer" as used in this Item and in the instructions thereto includes any subsidiary or affiliate of the issuer.

ITEM 33—Relationship between Issuer and Underwriter:

Where the issuer is a related issuer or connected issuer of an underwriter, describe fully,

- (i) the nature of the existing relationship or connection between the issuer and the underwriter;
- (ii) the involvement of the underwriter and of any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution; and
- (iii) the effect of the issue on the underwriter and each related issuer of the underwriter,

and, on the first page of the prospectus, in bold face print, give a summary of the nature of the relationship or connection between the issuer and the underwriter and a cross-reference to the section in the prospectus that fully describes the relationship or connection.

INSTRUCTIONS:

1. "Related issuer" and "connected issuer" are defined in section 219 of the Regulation.
2. In describing the existing relationship or connection between the issuer and the underwriter, describe the basis on which the issuer is a related issuer or connected issuer of the underwriter and,
 - (i) include to the extent necessary to describe the relationship or connection,
 - (A) the name of each relevant related issuer of the underwriter,
 - (B) the details of any beneficial ownership of, or exercise of control or direction over, any securities of any relevant party (including the issuer, the underwriter and any related issuer of the underwriter) by any other relevant party,
 - (C) the details of the ability of any relevant party to participate in or to affect materially the operations of any other relevant party by virtue of representation on a board of directors, a management contract, an escrow or pooling or voting trust agreement, or any other means, and
 - (D) the details of any business or professional relationship between relevant parties; and
 - (ii) where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter and that indebtedness is the basis on which the issuer is a connected issuer of the underwriter, state the details of the indebtedness, including,
 - (A) the amount of the indebtedness,
 - (B) the extent to which the issuer is in compliance with the terms of any agreement governing the indebtedness,
 - (C) the extent to which the related issuer has

waived any breach of any such agreement since its execution,

- (D) the nature of the security for the indebtedness, and
- (E) the extent to which the financial position of the issuer or the value of the security has changed since the indebtedness was incurred.

3. In describing the involvement of the underwriter and any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution, describe whether the issue was required, suggested or consented to by the underwriter or any related issuer of the underwriter and, if so, on what basis. It is not necessary to describe the involvement of the underwriter in the decision to distribute securities where that involvement is limited to acting, independently of any related issuer of the underwriter, as a financial adviser to the issuer in the ordinary course of business, including presenting a proposal for a distribution and settling the terms of the securities, on the same basis as that on which an independent underwriter would advise the issuer.
4. In describing the effect of the issue on the underwriter and each related issuer of the underwriter, state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter and, where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter, whether any of the indebtedness will be repaid from the proceeds of the issue and, if so, the amount of the repayment. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state.
5. State any other material facts with respect to the relationship or connection between the underwriter, any related issuer of the underwriter and the issuer that are not required to be described by the foregoing.

ITEM 34—Underwriter as Issuer:

Where a non-reporting issuer issuing voting securities or participating securities is a registered dealer or an issuer all or substantially all of whose assets are securities of a registered dealer and the dealer is underwriting 25 per cent or more of the issue,

- (i) state that the dealer is an underwriter in bold face type on the first page of the prospectus;
- (ii) include in the prospectus summaries of two valuations of the issuer by two independent underwriters or chartered accountants; and
- (iii) give in the prospectus a reasonable time and place at which the valuations may be inspected during the distribution of the securities being offered.

INSTRUCTIONS:

1. "Participating security" is defined in section 212 of the Regulation and "valuation" is defined in section 183 of the Regulation.
2. Underwriters or chartered accountants are independent if they are not related issuers or connected issuers of the issuer. See Item 33. Participation in the distribution does not disqualify underwriters that are otherwise independent.

ITEM 35—Location of Assets Encumbered Under Trust Indenture and Custodian of Portfolio Securities:

- (a) Where capital securities of, or capital securities constituting

all or part of, the investment portfolio of the issuer are charged, deposited, pledged, hypothecated or otherwise encumbered under a trust indenture, state where such capital securities are physically situate. If, as a part of any scheme of financing of or by the issuer, any capital securities of, or capital securities constituting all or part of, the investment portfolio of the issuer are to be charged, deposited, pledged, hypothecated or otherwise encumbered, state where such capital securities will be physically situate and indicate the persons or companies expected to be parties to the transaction.

- (b) Where the primary business of the issuer, or of a subsidiary or affiliate of the issuer, is investing, reinvesting, owning, holding, or trading in securities, state the name, principal business address and the nature of the business of each person or company holding portfolio securities of the issuer, or of any subsidiary or affiliate of the issuer which is investing, reinvesting, owning, holding or trading in securities, as custodian and the jurisdiction in which the portfolio securities are physically situate.
- (c) The name of the company holding assets encumbered under a trust indenture, or the name of the company holding portfolio securities as custodian may be omitted if it is a bank listed in Schedule I or II to the *Bank Act* (Canada), or otherwise with the consent of the Director.

INSTRUCTIONS:

1. The word "issuer" as used in this Item and in the instructions thereto includes any subsidiary or affiliate of the issuer.
2. The words "investment portfolio" as used in this Item and in the instructions thereto include any security other than commercial paper acquired where a material activity of the issuer includes an activity referred to in clause (c) of the definition of "finance company" in subsection 1 (2) of the Regulation.
3. Where the scheme of financing is not disclosed in answer to Instruction 4 of Item 5, Item 6, as Instruction 5 of Item 7, indicate the purpose of the scheme of financing. Where the scheme of financing is undertaken or proposed to be undertaken in connection with a take-over bid, so indicate. The source of capital for, and the intended offeree of, the proposed take-over bid need not be disclosed, provided that Part XX of the Act is complied with when the contemplated take-over bid is made.
4. Where the finance company is custodian of its portfolio securities, or where debt securities are issued without a trust indenture, describe,
 - (i) provisions made for the safekeeping of portfolio and other securities and assets;
 - (ii) bonding arrangements, if any, for employees or agents dealing with portfolio and other securities and assets; and
 - (iii) corporate procedures for dealing with the purchase, sale and transfer of portfolio and other securities and assets.

ITEM 36—Statement of Functions of Issuer:

- (a) Where the predominant business of the issuer is investing, reinvesting, owning, holding or trading in securities, give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and to the extent that any such functions are not performed by employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:

- (i) management of the non-financial investment holdings of the issuer;
- (ii) providing supervision of lending policies;
- (iii) management of the issuer;
- (iv) providing collection policies;
- (v) making investment decisions and supervising their execution; and
- (vi) purchase and sale of the investment portfolio and brokerage arrangements relating thereto.

(b) Indicate whether the approval of the board of directors of the company is required for the acquisition of investments, and whether the board of directors of the company making the investment comprises nominees of the dominant interest in the finance company.

INSTRUCTIONS:

1. The word "issuer" as used in this Item and in the instructions thereto includes any subsidiary or affiliate of the issuer.
2. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto the name and address of only the principal broker need be given.
3. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto give brief details of the following matters:
 - (i) the total cost during the last completed financial year of the issuer of securities acquired, distinguishing between,
 - (A) securities of or guaranteed by the government of any country or any political subdivision thereof,
 - (B) short term notes, and
 - (C) other securities;
 - (ii) the total cost of securities held at the beginning and at the end of the issuer's last completed financial year;
 - (iii) the formula, method or criteria used in allocating brokerage business to persons or companies engaged in the distribution of the securities of the issuer;
 - (iv) the formula, method or criteria used in allocating brokerage business to persons or companies furnishing statistical, research or other services to the issuer or to the manager of the issuer; and
 - (v) the amount of brokerage paid to the principal broker for the last three completed financial years, giving the total amount paid in each year and expressing the amount paid in each year as a percentage of the total brokerage paid by the issuer.

4. As used in this Form:

"principal broker" includes,

- (i) a person or company through whom the investment portfolio of the issuer is purchased or sold pursuant to a contractual arrangement with the issuer or the manager of the issuer providing for an exclusive right to purchase or sell the investment portfolio of the

issuer or any feature which gives or is intended to give a broker or dealer a material competitive advantage over other brokers or dealers in respect of the purchase or sale of the investment portfolio of the issuer, or

- (ii) a person or company, together with any affiliate, by or through whom 15 per cent or more of the securities transactions of the issuer were carried out in the last completed financial year of the issuer; and

"brokerage arrangements" or "brokerage business" include all purchases and sales of the investment portfolio whether effected directly or through an agent.

5. If one or more persons or companies performs more than one of the functions referred to in this Item, so state, giving details of all functions so performed.
6. Instruction 1 to Item 11 applies to this Item with due alteration for points of detail.

ITEM 37—Associated Persons:

Furnish the following information as to each person or company named in answer to paragraph (a) of Item 36:

1. If a named person or company is associated with the issuer or is a director or senior officer of or is associated with any affiliate of the issuer or is a director or senior officer of or is associated with any company which is associated with the issuer so state, and give particulars of the relationship.
2. If the issuer is associated with a named person or company or is associated with any affiliate of a named company or is associated with any company which is associated with the named person or company so state, and give particulars of the relationship.
3. If any person or company associated with the issuer is also associated with a named person or company so state, and give particulars of the relationships.
4. If a named person or company has a contract or arrangement with the issuer, give a brief description of the contract or arrangement, including the basis for determining the remuneration of the named person or company and give the amount of remuneration paid or payable by the issuer and its subsidiaries to such person or company during the last completed financial year of the issuer.
5. If a named person or company is associated with any other named person or company so state, and give particulars of the relationship.
6. Where and to the extent required by the Director, give the business experience of each named person or company and, in the case of a named company, the directors and officers thereof.

ITEM 38—Auditors, Transfer Agents and Registrars:

- (a) State the name and address of the auditor of the issuer.
- (b) Where shares are offered state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

INSTRUCTIONS:

1. The word "issuer" as used in this Item includes, in addition to the issuer, any person directly or indirectly controlling or con-

trolled by the issuer, or any person under direct or common control with the issuer.

2. Where the consolidated financial statements of the issuer are set out in the prospectus and the auditor of one or more subsidiaries is not the auditor of the issuer, set out the name and address of such auditor and the name and address of the company on which the auditor reported and where such auditor has given a qualified report set out this fact in the prospectus. In addition, where an auditor of a subsidiary or affiliate makes a report in which the wording thereof has the effect of establishing a qualification of the report, file with the Commission the auditor's report, the financial statement reported on, and details applicable to the qualification.
3. Where any subsidiary or any affiliate of the issuer does not have the same financial year end as the issuer, state the reasons for this policy.

ITEM 39—Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or *pro forma* prospectus, by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

INSTRUCTIONS:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.
2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This Item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.
3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.
4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 40—Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items. R.R.O. 1980, Reg. 910, Form 13; O. Reg. 420/85, s. 2; O. Reg. 345/87, s. 15.

Form 14

Securities Act

INFORMATION REQUIRED IN PROSPECTUS OF A NATURAL RESOURCE COMPANY

ITEM 1—Distribution Spread:

The information called for by the following table shall be given, in substantially the tabular form indicated, on the first page of the prospectus as to all securities being offered for cash (estimate amounts, if necessary).

TABLE

	Column 1	Column 2	Column 3
	Price to Public	Underwriting discounts, commissions, or mark-ups	Proceeds to issuer or selling securityholder
Per unit
Total

INSTRUCTIONS:

1. Only commissions paid or payable in cash or discounts granted by the issuer or selling securityholder and mark-ups by whomever paid are to be included in the table. Commissions or other consideration paid or payable in cash or otherwise by other persons or companies and consideration other than discounts granted and other than cash paid or payable by the issuer or selling securityholder, except mark-ups, shall be set out following the table with a reference thereto in the second column of the table. Any finders fee or similar payments shall be appropriately disclosed.
2. The table should set out separately those securities which are underwritten, those under option and those to be sold on a "best efforts" basis.
3. If the presentation of information in the form contemplated herein results in unnecessary complication, the tabular form may, with the consent of the Director, be varied.
4. If it is impracticable to state the offering price, the method by which it is to be determined shall be explained. In addition, if the securities are to be offered at the market, indicate the market involved and the market price as of the latest practicable date.
5. If any of the securities offered are to be offered for the account of existing securityholders, refer on the first page of the prospectus to the information called for by Instruction 4 to Item 26. State the portion of the expenses of distribution to be borne by the selling securityholder. State that the securities of the selling securityholder will not be sold until distribution of the issuer's securities is completed.
6. If debt securities are to be offered at a premium or a discount, state in bold face type the effective yield if held to maturity.

ITEM 2—Plan of Distribution:

- (a) If the securities being offered are to be sold through underwriters, give the names in full and addresses in full of the underwriters. State briefly the nature of the underwriters' obligation to take up and pay for the securities. Indicate the date by which the underwriters are to purchase the securities.
- (b) Furnish the following information, if possible in tabular form: rights under option and underwriting agreements to purchase securities from the issuer or any of its subsidiaries which are outstanding as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, or which are proposed to be given and particulars of sub-option and sub-underwriting agreements outstanding or proposed to be given and particulars of any assignments or proposed assignments of any such agreements.
- (c) State briefly the discounts, commissions and mark-ups to be allowed or paid to registrants, if not disclosed in Item 1, including all cash, securities, contracts or other consideration to be received by any registrant in connection with the sale of the securities.

- (d) Outline briefly the plan of distribution of any securities being offered that are to be offered otherwise than through underwriters. Where there is a "best efforts" offering, indicate, where practicable, on the first page the minimum amount, if any, required to be raised, and also indicate where practicable, the maximum amount that could be raised and the latest date that the offering is to remain open.

INSTRUCTIONS:

1. All that is required as to the nature of the underwriters' obligation is whether the underwriters are or will be committed to take up and pay for all of the securities if any are taken up, or whether the underwriting is merely an agency or "best efforts" arrangement under which the underwriters are required to take up and pay for only such securities as they may sell.
2. Describe the options, stating the material provisions including:
 - (i) the designation and number of the securities called for by such options;
 - (ii) the purchase prices of the securities called for and the expiration dates of such options; and
 - (iii) the market value of the securities called for by such options as of the latest practicable date.
3. Where an underwriting is subject to a "market out" clause, a statement in the prospectus under Plan of Distribution should be made with respect to the "market out" clause.

A sample paragraph is as follows:

Plan of Distribution

"Under an agreement dated
 19..... between the company and
 as underwriter, the company has agreed to sell and the underwriter has agreed to purchase on
 19..... the at a price of \$....., payable in cash to the company against delivery. The obligations of the underwriter under the agreement may be terminated at its discretion on the basis of its assessment of the state of the financial markets and may also be terminated upon the occurrence of certain stated events. The underwriter is, however, obligated to take up and pay for all of the if any of the are purchased under the agreement."

ITEM 3—Market for Securities:

Where no market exists, or will exist after the distribution, state in bold face type on the first page: "There is no market through which these securities may be sold." Disclose how the price paid to the company was established, whether by negotiation with the underwriter, arbitrarily by the company or otherwise.

ITEM 4—Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that information in the body of the prospectus which in the opinion of the issuer or selling securityholder would be most likely to influence the investor's decision to purchase the security.

INSTRUCTIONS:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in Item 10, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.
2. Appropriate cross references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 5—Use of Proceeds to Issuer:

- (a) State the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered, the principal purposes for which the net proceeds are intended to be used and the approximate amount intended to be used for each purpose.
- (b) State the particulars of any provisions or arrangements made for holding any part of the net proceeds of the issue in trust or subject to the fulfilment of any conditions.
- (c) Where the issuer is a related issuer or connected issuer of an underwriter, state a summary of the nature of the relationship or connection between the underwriter and the issuer and state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state. Make a cross-reference to the information in the prospectus required by Item 30.

INSTRUCTIONS:

1. Statements as to the principal purposes to which the proceeds are to be applied are to be reasonably specific although details of the particulars of proposed expenditures are not to be given except as otherwise required hereunder. The phrase "for general corporate purposes" is, in most cases, not sufficient. Specify whether unallocated funds will be placed in a trust or escrow account, invested or added to the working capital of the company. Give details of the arrangements made for, and the persons responsible for the supervision of the trust or escrow account or the investments of unallocated funds and the investment policy to be followed. Where unallocated funds are to be added to working capital, indicate the reason for doing so.
2. Include a statement regarding the proposed use of the actual proceeds if they should prove insufficient to accomplish the purposes set out and the order of priority in which they will be applied. However, the statement need not be made if the underwriting arrangements are such that, if any securities are sold, it can be reasonably expected that the actual proceeds of the issue will not be substantially less than the estimated aggregate proceeds to the issuer as shown under Item 1.
3. If any material amounts of other funds are to be used in conjunction with the proceeds, state the amounts and sources of the other funds. If any material part of the proceeds is to be used to reduce or retire indebtedness, the item is to be answered as to the use of the proceeds of that indebtedness, if the indebtedness was incurred within the two preceding years.
4. If any material amount of the proceeds is to be used directly or indirectly to acquire assets, otherwise than in the ordinary course of business, briefly describe the assets and, where known, the particulars of the purchase price being paid for or being allocated to the respective categories of assets (including intangible assets) that are being acquired and, where practicable and meaningful, give the name of the person or company from whom the assets are to be acquired. State the cost

of the assets to the issuer and the principle followed in determining the cost. State briefly the nature of the title to or interest in the assets to be acquired by the issuer. If any part of the consideration for the acquisition of any of the assets consists of securities of the issuer, give brief particulars of the designation, number or amount, voting rights (if any) and other appropriate information relating to the class of securities, including particulars of any allotment or issuance of any such securities within the two preceding years.

5. See also Item 30.

ITEM 6—Sales Otherwise than for Cash:

If any of the securities being offered are to be offered otherwise than for cash, state briefly the general purposes of the issue, the basis upon which the securities are to be offered, the amount of compensation paid or payable to any person or company and any other expenses of distribution, and by whom they are to be borne.

INSTRUCTION:

If the offer is to be made pursuant to a plan of acquisition, describe briefly the general effect of the plan and state when it became or is to become operative.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Designation of security	Amount authorized or to be authorized	Amount outstanding as of the date of the most recent balance sheet contained in the prospectus	Amount outstanding as of a specific date within 30 days	Amount to be outstanding if all securities being issued are sold
.....

INSTRUCTIONS:

1. Include all indebtedness for borrowed money as to which a written understanding exists that the indebtedness may extend beyond one year. Do not include other indebtedness classified as current liabilities unless secured.
2. Include in the Table the amount of obligations under financial leases capitalized in accordance with generally accepted accounting principles. Set out in a note to the Table a cross-reference to any note in the financial statements containing information concerning the extent of obligations arising by virtue of other leases on real property.
3. Individual items of indebtedness which are not in excess of 3 per cent of total assets as shown in the balance sheet referred to in Column 3 may be set out in a single aggregate amount under an appropriate option such as "Sundry Indebtedness".
4. Where practicable, state in general terms the respective priorities of the indebtedness shown in the Table.
5. Give particulars of the amount, general description of and security for any substantial indebtedness proposed to be created or assumed by the issuer or its subsidiaries, other than indebtedness offered by the prospectus.
6. Set out in a note the amount of contributed surplus and retained earnings as of the date of the most recent balance sheet contained in the prospectus.
7. Set out in a note the number of shares subject to rights, options and warrants.

ITEM 7—Share and Loan Capital Structure:

Furnish in substantially the tabular form indicated or where appropriate in notes thereto:

- (i) particulars of the share and loan capital of the issuer;
- (ii) particulars of the loan capital of each subsidiary of the issuer (other than loan capital owned by the issuer or its wholly-owned subsidiaries) whose financial statements are contained in the prospectus on either a consolidated or individual basis;
- (iii) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on a consolidated basis; and
- (iv) the aggregate amount of the minority interest in the preference shares, if any, and the aggregate amount of the minority interest in the common shares and surplus of all subsidiaries whose financial statements are contained in the prospectus on an individual basis and not included in the consolidated financial statements.

8. No information need be given under Column 2 with respect to the common and preference shares of subsidiaries.
9. For the purposes of Column 3, in computing the amount of the minority interest in the subsidiaries whose financial statements are contained in the prospectus on an individual basis, and not included in the consolidated financial statements, such computation may be based on the financial statements of each such subsidiary contained in the prospectus.
10. In computing the minority interest in the subsidiaries for the purposes of Column 4, the amount set out in Column 3 may be used provided that appropriate adjustment is made to such amount to reflect any change in the percentage of ownership in the capital and surplus of any subsidiary by the minority interest.
11. The thirty-day period referred to in Column 4 is to be calculated within thirty days of the date of the preliminary prospectus or *pro forma* prospectus. Where more than thirty days have elapsed from the date of the preliminary or *pro forma* prospectus, the information shall, if feasible, be updated to a date within thirty days of the prospectus.
12. The information to be set out in Column 5 may be based upon the information contained in Column 4, adjusted to take into account any amounts set out in Column 4 to be retired out of the proceeds of the issue.

ITEM 8—Name and Incorporation of Issuer:

State the full corporate name of the issuer and the address of its head office and principal office. State the laws under which the issuer was incorporated and whether incorporated by arti-

cles of association or otherwise and the date the corporation came into existence. If material state whether these have been amended.

INSTRUCTIONS:

1. Particulars of the documents need be set out only if material to the securities offered by the prospectus. See Item 19.
2. If the issuer is not a company, give material details of its form of organization and structure.

ITEM 9—Description of Business and Property of Issuer:

- (a) Briefly describe the business carried on and intended to be carried on by the issuer and its subsidiaries and the general development of the business within the five preceding years.
- (b) In the case of a company other than an oil and gas company, furnish the following information as to each of the properties, mines, and plants presently owned, leased, held under option or operated, or presently intended to be owned, leased, held under option or operated by the issuer or its subsidiaries:
 - (1) The location of, size of and means of access to the property;
 - (2) A brief description of the title, claim or lease under which the issuer or subsidiary has or will have the right to hold or operate the property, indicating any conditions which the issuer or subsidiary must meet in order to obtain or retain the property;
 - (3)
 - (i) the names and addresses of all vendors of property purchased within the three years immediately preceding the date of the preliminary prospectus or the date of the *pro forma* prospectus and the property acquired from each and if any such vendor is or was an insider or promoter of the issuer or an associate or affiliate of any insider or promoter of the issuer, so indicate, and
 - (ii) the names and addresses in full of every person or company who has received within the three years immediately preceding the date of the preliminary prospectus, or *pro forma* prospectus, or is to receive from any vendor a greater than 5 per cent interest in the shares or other consideration received or to be received by the vendor;
 - (4) A brief history of previous prospecting, exploration, development and operations, including the names of previous operators, in so far as known;
 - (5)
 - (i) a brief description of the character, extent and condition of any underground exploration and development and any underground plant and equipment, and, if none, so state, and
 - (ii) a brief description of the character, extent and condition of any surface exploration and development and any surface plant and equipment, and, if none, so state;
 - (6) A brief description of the mineral deposits on the property and their dimensions, including the identity of their principal metallic or other constituents, in so far as known. If the work done has established the existence of reserves of proven, probable or possible ore, state:

- (i) the estimated tonnage and grade of each such class of ore reserves, and
- (ii) the name of the person making the estimates and the nature of the person's relationship to the issuer;

- (7) A description of the work already done by the issuer under its present management on the property and the issuer's or subsidiary's proposed programme of exploration or development of the property. If the property is without a known body of commercial ore and the proposed programme is an exploratory search for ore, a statement to that effect shall be made.

- (c) In the case of an oil or gas company furnish the following information as to the important oil and gas properties, plants, facilities and installations and other important properties presently owned, leased or held under option, or presently intended to be owned, leased or held under option by the issuer or its subsidiaries:

- (1) The location, by fields, if possible, of all producing wells and all non-unitized wells capable of producing in which the issuer or its subsidiaries have an interest, indicating the total number of wells in each such field or other area, the interest of the issuer and its subsidiaries therein expressed in terms of net wells, distinguishing separately oil wells and gas wells;
- (2) With respect to interests in properties on which no producing wells have been drilled, the gross acreage in which the issuer or its subsidiaries have an interest and the interest of the issuer and its subsidiaries therein expressed in terms of net leasable acreage, and the location of such acreage by geographical area;
- (3) If exploration or development work is contemplated to be carried out so state and give the general nature and the proposed extent thereof;
- (4) To the extent that such properties are not unitized and are capable of but are not producing, indicate the proximity of such properties to pipe lines or other means of transportation;
- (5) The quantity and type of the estimated proved and developed reserves, proved undeveloped reserves, and probable additional reserves of crude oil, natural gas and natural gas liquids of the issuer and its subsidiaries together with particulars as to the accessibility of those reserves to gathering systems;
- (6) The net crude oil, natural gas liquids and natural gas production of the issuer and its subsidiaries, including the interest of the issuer and its subsidiaries in the crude oil, natural gas liquids and natural gas production of any other person or company, for each of the last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus, and for the current year as at a date not more than four months prior to the date of the preliminary prospectus or *pro forma* prospectus;
- (7) The number of wells the issuer or its subsidiaries have drilled or have participated in the drilling of for each of the last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus, and for the current year as at a date not more than four months prior to the date of the preliminary prospectus or *pro forma* prospectus, the number of such wells completed as producing wells and as dry holes, and the amount expended by

the issuer and its subsidiaries during the five completed financial years and the portion of the current year on drilling and exploration activities;

- (8) (i) if any properties of the issuer or its subsidiaries were acquired within the three years immediately preceding the date of the preliminary prospectus or *pro forma* prospectus or are intended to be acquired by the issuer or subsidiary from an insider or promoter of the issuer or an associate or affiliate of any insider or promoter, state the name and address of each such transferor, the relationship of each such transferor to the issuer or its subsidiaries and the consideration paid or intended to be paid to each such transferor, and
- (ii) the names and addresses of every person or company who has received or is to receive greater than 5 per cent interest in the consideration received or to be received by any transferor referred to in clause (i).

INSTRUCTIONS:

1. The description called for by paragraph (a) of this Item shall not relate to the powers and objects specified in the incorporating instruments, but to the actual business carried on and intended to be carried on. Include the business of subsidiaries of the issuer only in so far as is necessary to understand the character and development of the business conducted by the combined enterprise.
2. In describing developments, information shall be given as to matters such as the following: the nature and results of any bankruptcy, receivership or similar proceedings with respect to the issuer or any of its subsidiaries; the nature and results of any other material reorganization of the issuer or any of its subsidiaries; the acquisition or disposition of any material amount of assets otherwise than in the ordinary course of business; any material changes in the types of products produced or services rendered by the issuer and its subsidiaries; and any material changes in the mode of conducting the business of the issuer or its subsidiaries.
3. The information called for by paragraph (b) of this Item shall only be given with respect to such of the properties of the issuer and its subsidiaries upon which, in whole or in part, the proceeds of the issue are to be expended or which are major producing properties. Information with respect to the other properties of the issuer and its subsidiaries shall be given in summary form.
4. The information required by clause (6) of paragraph (b) and clause (5) of paragraph (c) of this Item may be given in reliance upon the report relating to such property required to be filed with the Commission pursuant to section 34 of the Regulation made under the Act if a statement to such effect is made in the prospectus.
5. In giving the information required by clauses (1) and (2) of paragraph (c) of this Item include such ownership interests as fee interests, leasehold interests, royalty interests, interests in reservation and all other types of ownership interests and variations thereof.
6. In giving the information required by clause (7) of paragraph (c) of this Item, do not include the amounts expended for payments made for and under leases or other similar interests, but state separately for the years and period referred to in clause (7) the amounts paid or payable for and under the leases or other similar interests.

ITEM 10—Risk Factors:

- (a) Where appropriate to a clear understanding by investors of

the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or speculation. Include such matters as:

- (i) the *pro forma* dilution of the investment based on net tangible assets;
- (ii) a comparison, in percentage of the securities being offered for cash and those issued or to be issued to promoters, directors, officers, substantial securityholders as defined in section 110 of the Act and underwriters for cash, property and services;
- (iii) whether there is little probability of profit and little or no probability of resale of shares purchased;
- (iv) the underwriter is not obligated to buy back shares except to the extent the underwriter may have oversold the offering and the buy-back price may be significantly lower than the original selling price.

- (b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the securityholder's assessment of risk associated with the investment.

INSTRUCTION:

The information required in clause (a) may be given in the body of the prospectus if an appropriate reference is made on the first page or in the summary of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross-reference is made to the place in the prospectus where the information is contained.

ITEM 11—Incorporation Within One Year—Preliminary Expenses:

Where a company has not been incorporated for more than one year prior to the date to which the most recent balance sheet contained in the prospectus is drawn up, state the amount or estimated amount of preliminary expenses, showing administrative and development expenses separately, including the amount already expended and the estimated future expenditures in each case.

ITEM 12—Acquisitions:

Briefly describe all material acquisitions and dispositions whether of shares or assets by the issuer and its subsidiaries during the past two years and to the extent reasonably practicable the impact of these acquisitions or dispositions on the operating results and financial position of the issuer.

ITEM 13—Variations in Operating Results:

Explain to the extent reasonably practicable any substantial variations, both favourable and adverse, in the operating results of the issuer over the last three years, but the Director may permit or require an explanation of such substantial variations over a longer period not to exceed five years.

INSTRUCTION:

The explanation should be in narrative form. However, where ratios are used to illustrate variations, a table may be used to supplement the narrative.

ITEM 14—Asset and Earnings Coverage:

Disclose asset and earnings coverage in an appropriate and reasonable form where required by section 59 of the Regulation.

ITEM 15—Promoters:

If any person or company is or has been a promoter of the issuer or any of its subsidiaries within the five years immediately preceding the date of the preliminary prospectus or *pro forma* prospectus, furnish the following information:

- (a) State the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter directly or indirectly from the issuer or from any of its subsidiaries and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer or subsidiary.
- (b) As to any assets acquired within the past two years or to be acquired by the issuer or by any of its subsidiaries from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state the person's relationship, if any, with the issuer, any subsidiary, or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 16—Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTION:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested, and the present status of the proceedings.

ITEM 17—Issuance of Shares:

- (a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:
 - (i) dividend rights;
 - (ii) voting rights;
 - (iii) liquidation or distribution rights;
 - (iv) pre-emptive rights;
 - (v) conversion rights;
 - (vi) redemption, purchase for cancellation or surrender provisions;
 - (vii) sinking or purchase fund provisions;
 - (viii) liability to further calls or to assessment by the issuer; and
 - (ix) provisions as to modifications, amendment or variation of any such rights or provisions.
- (b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This Item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out

verbatim the provisions attaching to the shares; only a succinct resume is required.

2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities (other than obligations covered in Item 18) ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.
3. In addition to the summary referred to in Instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 18—Issuance of Obligations:

If obligations are being offered, give a brief summary of the material attributes and characteristics of the indebtedness and the security therefor including, without limiting the generality of the foregoing:

- (a) Provisions with respect to interest rate, maturity, redemption or other retirement, sinking fund and conversion rights.
- (b) The nature and priority of any security for the obligations, briefly identifying the principal properties subject to lien or charge.
- (c) Provisions permitting or restricting the issuance of additional securities, the incurring of additional indebtedness and other material negative covenants (including restrictions against payment of dividends, restrictions against giving security on the assets of the issuer or its subsidiaries and the like) and provisions as to the release or substitution of assets securing the obligations, the modification of the terms of the security and similar provisions.
- (d) The name of the trustee under any indenture relating to the obligations and the nature of any material relationship between the trustee and the issuer or any of its affiliates.
- (e) An indication of any financial arrangements between the issuer and any of its affiliates or among its affiliates that could affect the security for the indebtedness.

INSTRUCTION:

Instructions 1, 2 and 3 to Item 17 apply to this Item with due alteration for points of detail.

ITEM 19—Issuance of Other Securities:

If securities other than shares or obligations are being offered, outline briefly the rights evidenced thereby. If subscription warrants or rights are being offered or issued, state the description and amount of securities covered thereby, the period during which, and the price at which, the warrants or rights are exercisable, and the principal terms and conditions by which they may be exercised.

INSTRUCTION:

The instructions to Item 17 apply to this Item with due alteration for points of detail.

ITEM 20—Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer during its last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus.

INSTRUCTION:

Dividends should be set out on a per share basis, shown separately for each class of shares in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 21—Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations within the five preceding years, of each director and officer.

INSTRUCTIONS:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.
2. Where the principal occupation of a director or officer is that of an officer of a company other than the issuer, state the principal business in which such company is engaged.
3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 22—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 23—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:
 - (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one

director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;

- (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if

- (i) the borrower is a full-time employee of the issuer,
- (ii) the loan is fully secured against the residence of the borrower, and
- (iii) the amount of the loan does not exceed the annual salary of the borrower;

- (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan

- (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
- (ii) involves no more than usual risks of collectibility; and

- (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reason shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 24—Options to Purchase Securities:

Furnish (in tabular form, if possible) the information referred to in Instruction 1, as at a specified date not more than thirty days before the date of the preliminary prospectus or *pro forma* prospectus, as the case may be, and as at the date of the filing of the prospectus, as to options to purchase securities of the issuer or any of its subsidiaries that are held or proposed to be held,

- (i) by all executive officers as a group and all directors who are not also executive officers as a group, indicating the aggregate number of executive officers and the aggregate number of directors to whom the information applies, without naming them;
- (ii) by all executive officers of all subsidiaries of the issuer as a group and all directors of such subsidiaries who are not also executive officers as a group, without naming them, excluding individuals referred to in clause (i);
- (iii) by all other employees of the issuer as a group, without naming them;
- (iv) by all other employees of any subsidiary of the issuer as a group, without naming them; and
- (v) by any other person or company, naming each such person or company.

INSTRUCTIONS:

1. Describe the options, stating the material provisions of each class or type of option including,

- (i) the designation and number of the securities under option;
- (ii) the purchase price of the securities under option or the formula by which the purchase price will be determined, and the expiration dates of such options;
- (iii) if reasonably ascertainable, the market value of the securities under option on the date of grant; and
- (iv) if reasonably ascertainable, the market value of the securities under option on the specified date.

2. For the purposes of this Item,

- (i) "executive officer" means the chair and any vice-chair of the board of directors of an issuer who performs the functions of such office on a full-time basis, the president, any vice-president in charge of a principal business unit such as sales, finance or production, and any officer of the issuer or of a subsidiary who performs a policy-making function in respect of the issuer, whether or not such officer is also a director of the issuer or the subsidiary;
- (ii) "options" includes all options, share purchase warrants or rights other than those shares issued on a proportionate basis, to all securityholders of the same class resident in Canada and an extension of an option shall be deemed to be a granting of an option.

- 3. Options that are proposed to be held are those where there is an approval or understanding or commitment of the issuer or a subsidiary in respect of the granting of such options.
- 4. In the disclosure made under this Item 24, do not include options granted or proposed to be granted that are otherwise disclosed in Item 1 or 2, including options granted or to be granted to the underwriter in respect of the distribution under the prospectus.

ITEM 25—Escrowed Shares:

State as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated, the number of securities of each class of voting securities of the issuer to the knowledge of the issuer held in escrow, disclosing the name of the depositary, if any, the date of and the conditions governing the release of the securities from escrow:

TABLE

Column 1	Column 2	Column 3
Designation of class	Number of securities held in escrow	Percentage of class
.....
.....

ITEM 26—Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated:

- (a) The number of securities of each class of voting securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 3 whether the securities are owned both of

record and beneficially, of record only, or beneficially only, and show in Columns 4 and 5 the respective amounts and percentages known by the issuer to be owned in each such manner.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
Name and address	Designation of class	Type of ownership	Number of securities owned	Percentage of class
.....

- (b) The percentage of securities of each class of voting securities of the issuer or any of its parents or its subsidiaries beneficially owned, directly or indirectly, by all directors and senior officers of the issuer, as a group, without naming them.

TABLE

Column 1	Column 2
Designation of Class	Percentage of Class
.....
.....

INSTRUCTIONS:

- 1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).
- 2. For purposes of paragraph (a), shares owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.
- 3. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate, as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.
- 4. If any of the securities being offered are to be offered for the account of a securityholder, name such securityholder and state the number or amount of the securities owned by the securityholder, the number or amount to be offered for the securityholder's account, and the number or amount to be owned by the securityholder after such offering. State the date the securityholder acquired the shares and the cost to the securityholder in the aggregate and on a per security basis.
- 5. If, to the knowledge of the issuer or the underwriter of the securities being offered, more than 10 per cent of any class of voting securities of the issuer are held or are to be held subject to any voting trust or other similar agreement, other than an escrow arrangement referred to in Item 25, state the designation of such securities, the number or amount held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.
- 6. If, to the knowledge of the issuer, the parent or the underwriter of the securities being offered, any person or company named in answer to paragraph (a) is an associate or affiliate of

any other person or company named therein, disclose in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of the voting securities of the issuer.

ITEM 27—Intercorporate Relationships:

- (a) Furnish a list of each subsidiary, other than inactive subsidiaries, of the issuer. As to each such subsidiary indicate the jurisdiction under the laws of which it was organized, and the percentage of voting securities owned by its parent.

- (b) Clearly illustrate by way of a diagram or otherwise the intercorporate relationships of the issuer, its parent and those subsidiaries listed pursuant to paragraph (a).
- (c) Where one of the primary businesses of the issuer is investing, reinvesting, owning, holding or trading in securities, give in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or *pro forma* prospectus, with respect to each company 5 per cent or more of whose securities of any class are owned directly or indirectly by the issuer or its affiliates.

TABLE

Name and address of company	Nature of its principal business	Percentage of securities of any class beneficially owned, directly or indirectly	Percentage of book value of issuer's assets invested therein
.....
.....
.....

INSTRUCTION:

1. If the securities being issued are to be issued in connection with, or pursuant to, a plan of acquisition, reorganization, readjustment, or succession, indicate in so far as practicable the status to exist upon consummation of the plan.

2. The name of any particular subsidiary may be omitted if

- (a)—the assets of the subsidiary, or

—the investment in and advances to the subsidiary by its parent and the parent's other subsidiaries

if any, do not exceed 10 per cent of the assets of the parent and its subsidiaries on a consolidated basis;

- (b) the sales and operating revenue of the subsidiary do not exceed 10 per cent of the sales and operating revenues of its parent and the parent's subsidiaries on a consolidated basis; and

- (c) the unnamed subsidiaries considered in the aggregate as a single subsidiary would satisfy the conditions in (a) and (b) if the reference therein to 10 per cent were replaced by 20 per cent.

ITEM 28—Prior Sales:

- (a) State the prices at which securities of the class offered by the prospectus have been sold within the past twelve months prior to the date of the preliminary prospectus or *pro forma* prospectus or are to be sold, by the issuer or selling securityholder if such prices differ from those at which the securities are offered by the prospectus. State the number of securities sold or to be sold at each price.

- (b) Where the class of common shares or series of non-common shares offered are listed on a Canadian stock exchange or solely on a foreign stock exchange, give price ranges and volume traded on such stock exchange on a monthly basis for each month or, if applicable, part month of the current quarter and the immediately preceding quarter and on a quarterly basis for the next preceding seven quarters for each of the past twelve months provided that the Director may permit the omission of the information regarding trading volume.

INSTRUCTIONS:

1. In the case of sales by a selling securityholder the information required by paragraph (a) may be given in the form of price ranges for each calendar month.
2. Where sales are made to insiders or their associates, or to employees under a stock option, or where stock options or warrants were granted to any person or company, indicate to whom and at what price such sales were made or to whom such stock options or warrants were granted.

ITEM 29—Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of any material interest, direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or *pro forma* prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer or any of its subsidiaries:

- (i) any director or senior officer of the issuer;
- (ii) any shareholder names in answer to paragraph (a) of Item 26; and
- (iii) any associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.
2. As to any transaction involving the purchase or sale of assets by or to the issuer or any subsidiary, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.
3. This Item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared

on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.

4. Information shall be included as to any material underwriting discounts, commissions or mark-ups upon the sale of securities by the issuer where any of the specified persons or companies was or is to be an underwriter or is an associate, affiliate or partner of a person, company or partnership that was or is to be an underwriter.
5. No information need be given in answer to this Item as to any transaction or any interest therein, where,
 - (i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (ii) the interest of a specified person or company in the transaction is solely that of a director of another company that is a party to the transaction;
 - (iii) the transaction involves services as a bank or other depository of funds, transfer agent, registrar, trustee under a trust indenture of other similar services; or
 - (iv) the transaction does not, directly or indirectly, involve remuneration for services, and,
 - (A) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction,
 - (B) the transaction is in the ordinary course of business of the issuer or its subsidiaries, and
 - (C) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the issuer and its subsidiaries for the last completed financial year.
6. Information shall be furnished in answer to this Item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.
7. This Item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 30—Relationship between Issuer and Underwriter:

Where the issuer is a related issuer or connected issuer of an underwriter, describe fully,

- (i) the nature of the existing relationship or connection between the issuer and the underwriter;
- (ii) the involvement of the underwriter and of any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution; and
- (iii) the effect of the issue on the underwriter and each related issuer of the underwriter,

and, on the first page of the prospectus, in bold face print, give a summary of the nature of the relationship or connection between the issuer and the underwriter and a cross-refer-

ence to the section in the prospectus that fully describes the relationship or connection.

INSTRUCTIONS:

1. "Related issuer" and "connected issuer" are defined in section 219 of the Regulation.
2. In describing the existing relationship or connection between the issuer and the underwriter, describe the basis on which the issuer is a related issuer or connected issuer of the underwriter and,
 - (i) include to the extent necessary to describe the relationship or connection,
 - (A) the name of each relevant related issuer of the underwriter,
 - (B) the details of any beneficial ownership of, or exercise of control of direction over, any securities of any relevant party (including the issuer, the underwriter and any related issuer of the underwriter) by any other relevant party,
 - (C) the details of the ability of any relevant party to participate in or to affect materially the operations of any other relevant party by virtue of representation on a board of directors, a management contract, an escrow or pooling or voting trust agreement, or any other means,
 - (D) the details of any business or professional relationship between relevant parties; and
 - (ii) where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter and that indebtedness is the basis on which the issuer is a connected issuer of the underwriter, state the details of the indebtedness, including,
 - (A) the amount of the indebtedness,
 - (B) the extent to which the issuer is in compliance with the terms of any agreement governing the indebtedness,
 - (C) the extent to which the related issuer has waived any breach of any such agreement since its execution,
 - (D) the nature of the security for the indebtedness, and
 - (E) the extent to which the financial position of the issuer or the value of the security has changed since the indebtedness was incurred.
3. In describing the involvement of the underwriter and any related issuer of the underwriter in the decision to distribute the securities being offered and the determination of the terms of the distribution, describe whether the issue was required, suggested or consented to by the underwriter or any related issuer of the underwriter and, if so, on what basis. It is not necessary to describe the involvement of the underwriter in the decision to distribute securities where that involvement is limited to acting, independently of any related issuer of the underwriter, as a financial adviser to the issuer in the ordinary course of business, including presenting a proposal for a distribution and settling the terms of the securities, on the same basis as that on which an independent underwriter would advise the issuer.

4. In describing the effect of the issue on the underwriter and each related issuer of the underwriter, state the extent to which the proceeds of the issue will be applied, directly or indirectly, for the benefit of the underwriter or any related issuer of the underwriter and, where the issuer has any indebtedness to the underwriter or any related issuer of the underwriter, whether any of the indebtedness will be repaid from the proceeds of the issue and, if so, the amount of the repayment. Where the proceeds will not be applied for the benefit of the underwriter or any related issuer of the underwriter, so state.
5. State any other material facts with respect to the relationship or connection between the underwriter, any related issuer of the underwriter and the issuer that are not required to be described by the foregoing.

ITEM 31—Underwriter as Issuer:

Where a non-reporting issuer issuing voting securities or participating securities is a registered dealer or an issuer all or substantially all of whose assets are securities of a registered dealer and the dealer is underwriting 25 per cent or more of the issue,

- (i) state that the dealer is an underwriter in bold face type on the first page of the prospectus;
- (ii) include in the prospectus summaries of two valuations of the issuer by two independent underwriters or chartered accountants; and
- (iii) give in the prospectus a reasonable time and place at which the valuations may be inspected during the distribution of the securities being offered.

INSTRUCTIONS:

1. "Participating security" is defined in section 212 of the Regulation and "valuation" is defined in section 183 of the Regulation.
2. Underwriters or chartered accountants are independent if they are not related issuers or connected issuers of the issuer. See Item 30. Participation in the distribution does not disqualify underwriters that are otherwise independent.

ITEM 32—Auditors, Transfer Agents and Registrars:

- (a) State the name and address of the auditor of the issuer.
- (b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 33—Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or *pro forma* prospectus by the issuer or any of its subsidiaries and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

INSTRUCTIONS:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.
2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts

about which particulars are not given elsewhere in the prospectus. This Item does not require disclosure of contracts entered into in the ordinary course of business of the issuer or its subsidiaries as the case may be.

3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.
4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 34—Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items. R.R.O. 1980, Reg. 910, Form 14; O. Reg. 420/85, s. 3; O. Reg. 345/87, s. 16.

Form 15

Securities Act

INFORMATION REQUIRED IN PROSPECTUS OF A MUTUAL FUND

ITEM 1—Price of Securities on Sale or Redemption:

- (a) Describe briefly the method followed or to be followed by the issuer in determining the price at which its securities will be offered for sale and redeemed.
- (b) State the sales charge expressed as a percentage of the total amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer. State the redemption charge, if any, expressed as a percentage of the redemption price.
- (c) Describe briefly any specific authorization or requirement to reinvest the proceeds of dividends or similar distributions in the issuer's securities.
- (d) State the penalty, if any, for early redemption.

INSTRUCTIONS:

1. In clause (a),
 - (i) state the frequency with which the offering or redemption price is determined and the time when the price becomes effective;
 - (ii) describe the rules used for the valuation of the issuer's assets and liabilities for the purpose of calculating net asset value and disclose all instances, within the past three years, when the discretion to deviate from these rules, if any, was exercised; and
 - (iii) explain fully any difference in the price at which securities are offered for sale and the redemption price.
2. In clause (b),
 - (i) if the sales or redemption charge varies on a quantity basis give particulars thereof indicating the quantities and the respective charges applicable thereto;
 - (ii) indicate briefly any difference in the sales charge imposed upon the sale of securities in connection with the conversion or exchange of securities or the reinvestment of dividends and similar distributions;

- (iii) when giving particulars of the sales charge with respect to a contractual plan indicate when during the term of the plan the sales charge will be deducted; and
- (iv) give particulars of the entitlement of the purchaser of a contractual plan to a refund of any sales charge incurred if the contractual plan is terminated during the term of such plan.

3. In this Form, "sales charge" includes all service charges including charges relating to such matters as cost of the establishment of a contractual plan and the cost of the continuing administration and maintenance of such a plan.

ITEM 2—Method of Distribution:

Outline briefly the method of distribution of the securities being offered. If sales of securities are to be effected through an arrangement with a principal distributor, give brief details of any arrangements made with the principal distributor. See items 22 and 23.

INSTRUCTIONS:

1. State whether it is the intention of the issuer to engage in the continuous sale of the securities of the issuer.
2. If the securities being offered are to be sold by way of a contractual plan whereby the purchaser agrees to make regular periodic payments for the securities offered, give brief particulars of the contractual plan, including,
 - (i) minimum initial investment;
 - (ii) subsequent minimum investment;
 - (iii) sales charge deductions from such minimum investments;
 - (iv) sales charges as a percentage of the amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer; and
 - (v) the total amount invested contrasted to the amount paid by the purchaser.
3. As used in this Form, "principal distributor" includes,
 - (i) a person or company through whom securities of the issuer are distributed pursuant to a contractual arrangement with the issuer or the manager providing for an exclusive right to distribute the securities in a particular area or any feature which gives or is intended to give a distributor a material competitive advantage over other distributors in respect of the securities offered; or
 - (ii) a person or company, together with any affiliate, by or through whom 25 per cent or more of the securities of the issuer which were distributed during the last completed financial year of the issuer, were distributed.
4. With the consent of the Director, a person or company who would otherwise be a principal distributor may, with respect to any one or more of the items of disclosure required by this Form be treated as not coming within the definition of a principal contributor.
5. See Instruction 3 to Item 1 (b).

ITEM 3—Summary of Prospectus:

Give a synopsis near the beginning of the prospectus of that

information in the body of the prospectus which in the opinion of the issuer would be most likely to influence the investor's decision to purchase the security.

INSTRUCTIONS:

1. This summary should highlight in condensed form the information, both favourable and adverse, including risk factors in Item 6, particularly pertinent to a decision to purchase the securities offered, including information about both the issuer and the securities.
2. Appropriate cross-references may be made to items in the prospectus where information is difficult to summarize accurately, but this shall not detract from the necessity to have the salient points summarized in the summary.

ITEM 4—Name and Incorporation of Issuer:

State the full name of the issuer and the address of its head office and principal office. State the laws under which the issuer was formed, and whether by articles of incorporation, trust indenture or otherwise and the date the issuer came into existence. If material, state whether the documents have been amended.

INSTRUCTION:

Particulars of any such documents need be set out only if material to the securities offered by the prospectus. See Item 15.

ITEM 5—Description of Business:

- (a) Briefly describe the business of the issuer.
- (b) If the issuer has engaged in any business other than that of a mutual fund during the past five years, state the nature of the other business and give the approximate date on which the issuer commenced to operate as a mutual fund. If the issuer's name was changed during the period, state its former name and the date on which it was changed. Indicate briefly the nature and results of any bankruptcy, receivership or similar proceedings or any other material reorganization of the issuer during the period.
- (c) If during the past two years any affiliate of the issuer had any material interest, direct or indirect, in any transaction involving the purchase of any substantial amount of assets presently held by the issuer, describe the interest of the affiliate in such transaction and state the cost of such assets to the purchaser and to the seller.

ITEM 6—Risk Factors:

- (a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or the securities being offered, an introductory statement shall be made on the first page or in the summary of the prospectus, summarizing the factors which make the purchase a risk or speculation. The information may be given in the body of the prospectus if an appropriate reference is made on the first page of the prospectus to the risks and the speculative or promotional nature of the enterprise and a cross-reference is made to the place in the prospectus where the information is contained.
- (b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the securityholder's assessment of risk associated with the investment.

ITEM 7—Investment Objectives:

Precisely state the investment objectives of the issuer.

INSTRUCTION:

Aims such as long-term capital appreciation or current income and the types of securities in which the issuer will invest should be described.

ITEM 8—Investment Practices and Restrictions:

Where it is the policy or proposed policy of the issuer to engage in any of the following types of activities state the policy and the activity. Outline the extent, if any, to which the issuer has engaged in each of the activities during the last five years. Indicate which of the policies may not be changed without securityholder approval:

- (a) the issuance of securities other than the securities offered;
- (b) the borrowing of money;
- (c) the underwriting of securities of other issuers;
- (d) the concentration of investments in a particular class or kind of industry;
- (e) the purchase and sale of real estate;
- (f) the purchase and sale of commodities or commodity future contracts;
- (g) the making of loans, whether secured or unsecured;
- (h) the investment of a specific proportion of assets of the issuer in a specific type of security (e.g. bonds, preferred shares, money market instruments);
- (i) the investment of more than 10 per cent of the assets of the issuer in the securities of any one company;
- (j) the investment in more than 10 per cent of the securities of any one company;
- (k) the investment in securities of companies for the purpose of exercising control or management;
- (l) the investment in securities of investment companies or other mutual funds;
- (m) the purchase or sale of mortgages;
- (n) the purchase of securities on margin or selling short;

- (o) the investment in securities which are not fully paid;
- (p) the investment in illiquid securities and securities subject to restriction on resale;
- (q) the investment in foreign securities;
- (r) the investment in gold or gold certificates;
- (s) the pledging, mortgaging or hypothecating of the issuer's assets;
- (t) the sale or purchase of portfolio securities to or from directors or officers of the issuer or of the manager;
- (u) the guaranteeing of securities of obligations of any issuer;
- (v) the purchase of options, rights and warrants;
- (w) the writing of covered or uncovered clearing corporation options;
- (x) the investment in a security which may require the purchaser to make an additional contribution beyond the price of the security;
- (y) any investment other than in securities.

INSTRUCTIONS:

1. It is not necessary to state the policy or list an activity in which the issuer has not and does not propose to be engaged.
2. For the purposes of clause (g), the purchase of debt securities for investment purposes is not to be considered the making of a loan by the issuer.
3. For the purposes of clause (p), where the issuer invests in securities subject to restriction on resale, describe how the securities are to be valued in the determination of net asset value of the fund.

ITEM 9—Diversification of Assets:

Furnish in substantially the tabular form indicated the following information as at a date within thirty days of the date of the preliminary prospectus or *pro forma* prospectus with respect to each issuer 5 per cent or more of whose securities of any class are beneficially owned directly or indirectly by the mutual fund or any of its subsidiaries.

TABLE

Name and address of company	Nature of its principal business	Percentage of securities of and class owned by issuer	Percentage of value of issuer's assets invested therein

INSTRUCTION:

Where no material change has occurred in the information required by this Item since the date of the financial statements included in the prospectus, the information may be given as at the date of the financial statements.

ITEM 10—Management Fees:

- (a) Indicate the method of determining the amount of management fees and, distinguishing between those charged to the issuer and those charged directly to securityholders, other

expenses, if any, and make a cross reference to the financial statements for details as to the amount of management fees and other expenses, if any, which have been charged to the issuer.

- (b) Set out in tabular form a record of management expense ratio comprising the aggregate of all fees and other expenses paid or payable by the issuer during each of the last five completed financial years as a percentage of average net assets under administration during each of those periods. Such disclosure should also include a brief description of

the method of calculating the percentage and a statement that the management expense ratio may vary from mutual fund to mutual fund.

INSTRUCTIONS:

1. Where management fees are changed or are proposed to be changed and where such change would have had an effect on the management expense ratio for the most recent financial year, if the change had been in effect throughout that year, the effect of such change should be disclosed.
2. Where the financial year is other than a full year, the management expense ratio should be annualized, the period covered specified and a statement made that the management expense ratio is annualized.
3. For the purposes of this Item, "average net assets" should be calculated to be the average of the net assets determined at each valuation date of the issuer and before the deduction of management fees and other expenses, and the term "other expenses" means all other expenses incurred in the course of ordinary business relating to the organization, management and operation of the issuer with exception of the commissions and brokerage fees on the purchase and sale of portfolio securities and taxes of all kinds, other than penalties, to which the issuer is subject.
4. Where an issuer invests in another mutual fund the management expense ratio shall be calculated on the basis of those assets of the issuer on which a management fee is charged.
5. The financial statements should set out in appropriate detail the amounts of the management fee and other expenses, if any, which have been charged to the issuer.
6. The basis or rates of charges levied against securityholders rather than the issuer for special services such as trustee fees for registered retirement savings plans, redemption fees, conversion of investments from one fund to another within related mutual funds, or any other specific service charge to a class of investors, should be disclosed separately, in a single table, and should not be included as part of the management expense ratio.

ITEM 11—Tax Status of Issuer:

State in general terms the bases upon which the income and capital receipts of the issuer are taxed.

ITEM 12—Tax Status of Securityholder:

State in general terms the income tax consequences to the holders of the securities offered hereby of:

- (a) any distribution to such holders in the form of dividends or otherwise, including amounts beneficially received by way of reinvestment;
- (b) redemption;
- (c) sale;
- (d) transfer to another mutual fund, if applicable.

ITEM 13—Promoters:

If any person or company is or has been a promoter of the issuer within the five years immediately preceding the date of the preliminary prospectus or *pro forma* prospectus, furnish the following information:

- (a) state the names of the promoters, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by

each promoter directly or indirectly from the issuer and the nature and amount of any assets, services or other consideration therefor received or to be received by the issuer;

- (b) as to any assets acquired within the past two years or to be acquired by the issuer from a promoter, state the amount at which acquired or to be acquired and the principle followed or to be followed in determining the amount. Identify the person making the determination and state the person's relationship, if any, with the issuer or any promoter. State the date that the assets were acquired by the promoter and the cost thereof to the promoter.

ITEM 14—Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer is a party or of which any of its property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTION:

Include the name of the court or agency, the date instituted, the principal parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested and the present status of the proceedings.

ITEM 15—Description of Shares Offered:

- (a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:
 - (i) dividend rights;
 - (ii) voting rights;
 - (iii) liquidation or distribution rights;
 - (iv) pre-emptive rights;
 - (v) conversion rights;
 - (vi) redemption, purchase for cancellation or surrender provisions;
 - (vii) liability to further calls or to assessment by the issuer; and
 - (viii) provisions as to modification, amendment or variation of any such rights or provisions.
- (b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing Act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This Item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.
2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption

or retirement have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

3. In addition to the summary referred to in Instruction 1, the issuer may set out verbatim in a schedule to the prospectus the provisions attaching to the shares being offered.

ITEM 16—Issuance of Other Securities:

If securities other than shares are being offered, outline briefly the rights evidenced thereby.

INSTRUCTION:

The instructions to Item 15 apply to this Item with due alteration for points of detail.

ITEM 17—Dividend Record:

State the amount of dividends or other distributions, if any, paid by the issuer including income beneficially received by way of dividend reinvestment, during its last five completed financial years preceding the date of the preliminary prospectus or *pro forma* prospectus.

INSTRUCTION:

Dividends should be set out on a per security basis, shown separately for each class of security in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 18—Directors and Officers:

List the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of all directors, trustees and officers of the issuer and indicate all positions and offices with the issuer held by each person named, and the principal occupations, within the five preceding years, of each director, trustee and officer.

INSTRUCTIONS:

1. Where the municipality of residence or postal address is listed, the Director may request that the home address in full be furnished to the Commission.
2. Where the principal occupation of a director, trustee or officer is that of an officer of a company other than the mutual fund, state the business in which such company is engaged.
3. Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.

ITEM 19—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 20—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial

year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last completed financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

- (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;
- (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if,
 - (i) the borrower is a full-time employee of the issuer,
 - (ii) the loan is fully secured against the residence of the borrower, and
 - (iii) the amount of the loan does not exceed the annual salary of the borrower;
- (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan,
 - (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
 - (ii) involves no more than usual risks of collectibility; and
- (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reason shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 21—Custodian of Portfolio Securities:

- (a) State the name, principal business address and the nature of the business of each person or company holding portfolio securities of the issuer as custodian and the jurisdiction in which the portfolio securities are physically situate. The name of the custodian may be omitted if it is a bank listed in Schedule I or II to the *Bank Act* (Canada), or otherwise with the consent of the Director.
- (b) Give brief details of the contractual arrangements made with the custodian.

ITEM 22—Statement of Functions of Issuer and Distribution of Securities:

- (a) Give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and to the extent that any such functions are not performed

by employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:

- (i) management of the issuer other than management of the investment portfolio;
 - (ii) management of the investment portfolio;
 - (iii) providing investment analysis;
 - (iv) providing investment recommendations;
 - (v) making investment decisions;
 - (vi) purchase and sale of the investment portfolio and brokerage arrangements relating thereto; and
 - (vii) distribution of the securities offered.
- (b) List the names and addresses in full, or, alternatively, solely the municipality of residence or postal address of all directors and officers of the companies named in answer to paragraph (a) of this Item.
- (c) Indicate the method of determining the amount of management fees and state the total of such fees paid during each of the last five completed financial years and separately for the period from the last completed financial year to a date within thirty days of the preliminary prospectus or *pro forma* prospectus.
- (d) Indicate the circumstances under which the management agreement may be terminated.
- (e) Indicate conflicts of interest or potential conflicts of interest between the issuer and the persons and companies named in answer to (a).

INSTRUCTIONS:

1. Where an alternate address is listed, the Director may request that the home address in full be furnished to the Commission.
2. In giving information regarding distribution of securities the name and address of only the principal distributor need be given.
3. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto the name and address of only the principal broker need be given.
4. In giving information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto give brief details of the following matters:
 - (i) the total cost during the last completed financial year of the issuer of securities acquired, distinguishing between,
 - (A) securities of or guaranteed by the government of any country, or any political subdivision thereof,
 - (B) short-term notes, and
 - (C) other securities;
 - (ii) the total cost of securities held at the beginning and at the end of the issuer's last completed financial year;
 - (iii) the formula, method or criteria used in allocating

brokerage business to persons or companies engaged in the distribution of the securities of the issuer;

- (iv) the formula, method or criteria used in allocating brokerage business to persons or companies furnishing statistical, research or other services to the issuer or the manager of the issuer; and
- (v) the amount of brokerage paid to the principal broker for the last three completed financial years, giving the total amount paid in each year and expressing the amount paid in each year as a percentage of the total brokerage paid by the issuer.

5. If one or more persons or companies performs more than one of the functions referred to in this Item, so state, giving details of all functions so performed.

6. As used in this Form:

“principal broker” includes,

- (i) a person or company through whom the investment portfolio of the issuer is purchased or sold pursuant to a contractual arrangement with the issuer or the manager of the issuer providing for an exclusive right to purchase or sell the investment portfolio of the issuer or any feature which gives or is intended to give a broker or dealer a material competitive advantage over other brokers or dealers in respect of the purchase or sale of the investment portfolio of the issuer, or
- (ii) a person or company, together with any affiliate, by or through whom 15 per cent or more of the securities transactions of the issuer were carried out; and

“brokerage arrangements” or “brokerage business” include all purchases and sales of the investment portfolio, whether effected directly or through an agent.

7. With the consent of the Director, a person or company who would otherwise be a principal broker may, with respect to any one or more of the items of disclosure required by this Form, be treated as not coming within the definition of a principal broker.

ITEM 23—Associated Persons:

Furnish the following information as to each person or company named in answer to paragraph (a) of Item 22:

1. If a named person or company is associated with the issuer or is a director or senior officer of or is associated with any affiliate of the issuer or is a director or senior officer of or is associated with any company which is associated with the issuer, so state, and give particulars of the relationship.
2. If the issuer is associated with a named person or company or is associated with any affiliate of a named company or is associated with any company which is associated with the named person or company, so state, and give particulars of the relationship.
3. If any person or company associated with the issuer is also associated with a named person or company, so state, and give particulars of the relationship.
4. If a named person or company has a contract or arrangement with the issuer, give a brief description of the contract or arrangement, including the basis for determining the remuneration of the named person or company and give the amount of remuneration paid or payable by the issuer and its subsidiaries to such person or company during the last completed financial year of the issuer.

5. If a named person or company is associated with any other named person or company, so state, and give particulars of the relationship.
6. Where and to the extent required by the Director, give the business experience of each named person or company and, in the case of a named company, the directors and officers thereof.

ITEM 24—Principal Holders of Securities:

Furnish the following information as of a specified date within thirty days prior to the date of the preliminary prospectus or *pro forma* prospectus, in substantially the tabular form indicated:

- (a) The number of securities of each class of voting securities of:
 - (i) the issuer, and
 - (ii) the manager of the issuer,

owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by such issuer or manager to own beneficially, directly or indirectly, more than 10 per cent of any class of such securities. Show in Column 5 whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show in Columns 6 and 7 the respective amounts and percentages known by the issuer or manager to be owned in each such manner.

TABLE

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Name and address	Name of company	Issuer or relationship thereto	Designation of class	Type of ownership	Number of securities owned	Percentage of class

- (b) If any person or company named in answer to paragraph (a) owns of record or beneficially, directly or indirectly, more than 10 per cent of,

- (i) any class of voting securities of the principal distributor or the principal broker of the issuer or any parent or subsidiary thereof, or
- (ii) any proprietorship interest in the principal distributor or the principal broker of the issuer,

give the percentage of such securities or the percentage of such proprietorship interest so owned by such person or company.

- (c) The percentage of securities of each class of voting securities beneficially owned, directly or indirectly, by all the directors, trustees and senior officers,

- (i) of the issuer in the issuer or in a parent or subsidiary thereof, and
- (ii) of the manager of the issuer in such manager or in a parent or subsidiary thereof,

in the case of each company as a group, without naming them.

TABLE

Column 1	Column 2	Column 3	Column 4
Name of company	Issuer or relationship thereto	Designation of class	Percentage of class
.....
.....

INSTRUCTIONS:

1. Where a company is shown by the issuer as owning directly or indirectly more than 10 per cent of any class of such securities, the Director may require the disclosure of such additional information as is necessary to identify any individual who, through direct or indirect ownership of voting securities in the company owns directly or indirectly more than 10 per cent of any class of such securities. The name of such an individual should be disclosed in a footnote to the table described in paragraph (a).
2. For the purposes of paragraph (a), securities owned beneficially, directly or indirectly, and of record shall be aggregated in determining whether any person or company owns more than 10 per cent of the securities of any class.

3. For the purposes of clause (i) of paragraph (a), where no material change has occurred in the information required by such clause since the date of the financial statements included in the prospectus, information may be given as of the date of the financial statements.
4. If voting securities are being offered in connection with, or pursuant to, a plan of acquisition, amalgamation or reorganization, indicate, as far as practicable, the respective holdings of voting securities that will exist after giving effect to the plan.
5. If, to the knowledge of the issuer, more than 10 per cent of any class of voting securities of the issuer or if, to the knowledge of the manager of the issuer, more than 10 per cent of any class of voting securities of such manager are held or are to be held subject to any voting trust or other similar agree-

ment, state the designation of such securities, the number held or to be held and the duration of the agreement. Give the names and addresses of the voting trustees and outline briefly their voting rights and other powers under the agreement.

6. If, to the knowledge of the issuer, the parent of the issuer, the manager or the parent of the manager, any person or company named in answer to paragraph (a) is an associate or affiliate of any other person or company named therein, disclose, in so far as known, the material facts of such relationship, including any basis for influence over the issuer enjoyed by the person or company other than the holding of voting securities of the issuer.

ITEM 25—Interest of Management and Others in Material Transactions:

Describe briefly, and where practicable state the approximate amount of, any material interest direct or indirect, of any of the following persons or companies in any transaction within the three years prior to the date of the preliminary prospectus or *pro forma* prospectus, or in any proposed transaction which has materially affected or will materially affect the issuer:

- (i) the manager of the issuer;
- (ii) the principal distributor of the issuer;
- (iii) the principal broker of the issuer;
- (iv) any director, senior officer or trustee of the issuer or of any company referred to in clauses (i), (ii) or (iii) hereof;
- (v) any securityholder named in answer to paragraph (a) of Item 24; and
- (vi) any associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

1. Give a brief description of the material transaction. Include the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which such interest is required to be described.
2. As to any transaction involving the purchase or sale of assets by or to the issuer otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost thereof to the seller if acquired by the seller within two years prior to the transaction.
3. This Item does not apply to any interest arising from the ownership of securities of the issuer where the securityholder receives no extra or special benefit or advantage not shared on an equal basis by all other holders of the same class of securities or all other holders of the same class of securities who are resident in Canada.
4. No information need be given in answer to this Item as to any transaction or any interest therein, where,
 - (i) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (ii) the interest of a specified person or company in the transaction is solely that of a director or another company that is a party to the transaction;
 - (iii) the transaction involves services as a bank or other

depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services;

- (iv) the interest of a specified person or company, including all periodic instalments in the case of any lease or other agreement providing for periodic payments or instalments, does not exceed \$50,000; or
- (v) the transaction does not, directly or indirectly, involve remuneration for services, and
 - (A) the interest of a specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company that is a party to the transaction, and
 - (B) the transaction is in the ordinary course of business of the issuer.

5. Information shall be furnished in answer to this Item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another company furnishing the services to the issuer or its subsidiaries.

6. This Item does not require the disclosure of any interest in any transaction unless such interest and transaction are material.

ITEM 26—Auditors, Transfer Agents and Registrars:

- (a) State the name and address of the auditor of the issuer.
- (b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of transfers of each class of shares of the issuer. Where securities other than shares are offered, state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 27—Material Contracts:

Give particulars of every material contract entered into within the two years prior to the date of the preliminary prospectus or *pro forma* prospectus, by the issuer and state a reasonable time and place at which any such contract or a copy thereof may be inspected during distribution of the securities being offered.

INSTRUCTIONS:

1. The term "material contract" for this purpose means any contract that can reasonably be regarded as presently material to the proposed investor in the securities being offered.
2. Set out a complete list of all material contracts, indicating those which are disclosed elsewhere in the prospectus and provide particulars with respect to those material contracts about which particulars are not given elsewhere in the prospectus. This Item does not require disclosure of contracts entered into in the ordinary course of business of the issuer.
3. Particulars of contracts should include the dates of, parties to, consideration and general nature of the contracts, succinctly described.
4. Particulars of contracts need not be disclosed, or copies of such contracts made available for inspection, if the Director determines that such disclosure or making-available would impair the value of the contract and would not be necessary for the protection of investors.

ITEM 28—Other Material Facts:

Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing Items. R.R.O. 1980, Reg. 910, Form 15; O. Reg. 420/85, s. 4.

Form 16*Securities Act***INFORMATION REQUIRED IN SUMMARY STATEMENT OF A MUTUAL FUND****GENERAL INSTRUCTION:**

The Summary Statement is intended to be a concise presentation in plain language of the information required. The requirements and the instructions relating thereto should be read in light of this intention and the presentation of such information in the Summary Statement should reflect this intention.

ITEM 1—Introductory Statement:

Language in substantially the following form should appear on the first page of the Summary Statement:

"This Summary Statement is a concise outline of the relevant information about the Fund which you should know before making a decision to purchase its securities. The Fund is required by law to fully disclose additional facts, related to this information, in a Prospectus filed annually with securities regulatory authorities in each Province where the Fund's securities are offered.

Securities laws in Canada establish certain securityholder rights which are referred to on page of this Summary Statement. These rights are based, in part, upon disclosures contained in the Prospectus referred to above as well as upon the disclosure contained in this Summary Statement and the annual financial statements forming a part hereof. All of these rights are available to you even though you receive only this Summary Statement and accompanying financial statements.

Prospective purchasers wishing to receive the Prospectus may obtain a copy by writing to the Fund at:

....."
(Address of Fund)

ITEM 2—Name and Incorporation of Issuer:

State the full name of the issuer and the address of its head office and principal office. State the laws under which the issuer was formed, the manner and date of formation and the promoter, if any. If the issuer's name was changed during the past twelve months state its former name and the date on which it was changed.

ITEM 3—Description of Business:

Briefly describe the business of the issuer.

ITEM 4—Risk Factors:

- (a) Where appropriate to a clear understanding by investors of the risk factors and speculative nature of the enterprise or of the securities being offered, an introductory statement shall be made on the first page summarizing the factors which make the purchase a risk or speculation. The information may be given in the body of the Summary Statement if an appropriate reference is made on the first page to the risks and the speculative or promotional nature of the enterprise and a cross-reference is made to the place in the Summary Statement where the information is contained.

- (b) Where there is a risk that purchasers of the securities offered may become liable to make an additional contribution beyond the price of the security, disclose any information or facts that may bear on the securityholder's assessment of risk associated with the investment.

ITEM 5—Description of Shares Offered:

- (a) If shares are being offered, state the description or the designation of the class of shares offered and furnish all material attributes and characteristics including, without limiting the generality of the foregoing, the following information:
- (i) dividend rights;
 - (ii) voting rights;
 - (iii) liquidation or distribution rights;
 - (iv) pre-emptive rights;
 - (v) conversion rights;
 - (vi) redemption, purchase for cancellation or surrender provisions;
 - (vii) liability to further falls or to assessment by the issuer; and
 - (viii) provisions as to modification, amendment or variation of any such rights or provisions.
- (b) If the rights of holders of such shares may be modified otherwise than in accordance with the provisions attaching to such shares or the provisions of the governing act relating thereto, so state and explain briefly.

INSTRUCTIONS:

1. This Item requires only a brief summary of the provisions that are material from an investment standpoint. Do not set out verbatim the provisions attaching to the shares; only a succinct resume is required.
2. If the rights attaching to the shares being offered are materially limited or qualified by the rights of any other class of securities, or if any other class of securities ranks ahead of or equally with the shares being offered, include information regarding such other securities that will enable investors to understand the rights attaching to the shares being offered. If any shares being offered are to be offered in exchange for other securities, an appropriate description of the other securities shall be given. No information need be given, however, as to any class of securities that is to be redeemed or otherwise retired, provided appropriate steps to assure redemption or retirements have been or will be taken prior to or contemporaneously with the delivery of the shares being offered.

ITEM 6—Issuance of Other Securities:

If securities other than shares are being offered, outline briefly the rights evidenced thereby.

INSTRUCTIONS:

The instructions to Item 5 apply to this Item with due alteration for points of detail.

ITEM 7—Price of Securities on Sale or Redemption:

- (a) Describe briefly the method followed or to be followed by the issuer in determining the price at which its securities will be offered for sale and redeemed, including the frequency of any such determination and the time when the price becomes effective. Particulars as to methods of valuation may be referenced in the manner set out in clause (e) below.

- (b) State the sales charge, if any, expressed as a percentage of the total amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer. If such charge varies on a quantity basis, give particulars thereof indicating such quantities and the respective charges applicable thereto.
- (c) Describe briefly the procedure to be followed by the purchaser in both purchases and redemptions of securities, including any special purchase plans which may exist and any penalty for early redemption. If a redemption charge exists, express it as a percentage of the redemption price. If such charge varies on a quantity basis, give particulars thereof indicating such quantities and the respective charges applicable thereto.
- (d) Describe briefly specific authorization or requirement to reinvestment of the proceeds of dividends or similar distributions.
- (e) Refer to the appropriate section of the prospectus for the more detailed information required therein.

INSTRUCTIONS:

The purpose of this Item is to provide the purchaser with a basic understanding of the methods of purchase and redemption of securities, the manner of calculation of the offering and redemption prices and the charges associated therewith. Any information of a detailed nature set out in the prospectus but not necessary to such a basic understanding should be referenced.

ITEM 8—Method of Distribution:

Outline briefly the method of distribution of the securities being offered. If sales of securities are to be effected through an arrangement with a principal distributor, give brief details of any arrangements made with the principal distributor. See Item 9.

INSTRUCTIONS:

1. State whether it is the intention of the issuer to engage in the continuous sale of the securities of the issuer.
2. If the securities being offered are to be sold by way of a contractual plan whereby the purchaser agrees to make regular periodic payments for the securities offered, give brief particulars of the contractual plan, including,
 - (i) minimum initial investment;
 - (ii) subsequent minimum investment;
 - (iii) sales charge deductions from such minimum investments;
 - (iv) sales charges as a percentage of the amount paid by the purchaser and as a percentage of the net amount invested in securities of the issuer;
 - (v) the total amount invested contrasted to the amount paid by the purchaser.
3. As used in this Form, "principal distributor" includes,
 - (i) a person or company through whom securities of the issuer are distributed pursuant to a contractual arrangement with the issuer or the manager providing for an exclusive right to distribute the securities in a particular area or any feature which gives or is intended to give a distributor a material competitive advantage over other distributors in respect of the securities offered;

- (ii) a person or company, together with any affiliate, by or through whom 25 per cent or more of the securities of the issuer which were distributed during the last completed financial year of the issuer were distributed.

4. With the consent of the Director, a person or company who would otherwise be a principal distributor may, with respect to any one or more of the items of disclosure required by this Form, be treated as not coming within the definition of a principal distributor.
5. As used in this Item, sales charge includes all service charges including charges related to the establishment of a contractual plan and its continuing administration and maintenance.

ITEM 9—Statement of Functions of Issuer and Distribution of Securities:

- (a) Give a concise statement of the manner in which the following functions of the issuer are performed and who is responsible therefor, stating how such functions are co-ordinated and, to the extent that any such functions are not performed by employees of the issuer, the names and addresses of the persons or companies responsible for performing such functions:
 - (i) management of the issuer other than management of the investment portfolio;
 - (ii) management of the investment portfolio;
 - (iii) providing investment analysis;
 - (iv) providing investment recommendations;
 - (v) making investment decisions; and
 - (vi) distribution of the securities offered.
- (b) Refer the purchaser to the prospectus for information regarding the purchase and sale of the investment portfolio and brokerage arrangements relating thereto.
- (c) Indicate the circumstances under which the management agreement may be terminated.
- (d) Indicate conflicts of interest or potential conflicts of interest between the issuer and the persons and companies named in answer to (a).

INSTRUCTIONS:

1. Where an alternate address is listed, the Director may request that the home address in full be furnished to the Commission.
2. In giving information regarding distribution of securities the name and address of only the principal distributor need be given.
3. If one or more persons or companies performs more than one of the functions referred to in this Item, so state, giving details of all functions so performed.

ITEM 10—Management Fees:

- (a) Indicate the method of determining the amount of management fees and, distinguishing between those charged to the issuer and those charged directly to securityholders, other expenses, if any, and make a cross-reference to the financial statements contained in or accompanying the Summary Statement for details as to the amount of management fees and other expenses, if any, which have been charged to the issuer.
- (b) Set out in tabular form in the body of the Summary Statement or by way of note to the financial statements con-

tained in or accompanying the Summary Statement a record of management expense ratio comprising the aggregate of all fees and other expenses paid or payable by the issuer during each of the last five completed financial years as a percentage of average net assets under administration during each of those periods. Such disclosure should also include a brief description of the method of calculating the percentage and a statement that the management expense ratio may vary from mutual fund to mutual fund.

INSTRUCTIONS:

1. Where management fees are changed or are proposed to be changed and where such change would have had an effect on the management expense ratio for the most recent financial year if the change had been in effect throughout that year, the effect of such change should be disclosed.
2. Where the financial year is other than a full year, the management expense ratio should be annualized, the period covered specified and a statement made that the management expense ratio is annualized.
3. For the purpose of this Item, "average net assets" should be calculated to be the average of the net assets determined at each valuation date of the issuer and before the deduction of management fees and other expenses, and the term "other expenses" means all other expenses incurred in the course of ordinary business relating to the organization, management and operation of the issuer with the exception of the commissions and brokerage fees on the purchase and sale of portfolio securities and taxes of all kinds, other than penalties, to which the issuer is subject.
4. Where an issuer invests in another mutual fund the management expense ratio shall be calculated on the basis of those assets of the issuer on which a management fee is charged.
5. The financial statements contained in or accompanying the Summary Statement should set out in appropriate detail the amounts of the management fee and other expenses, if any, which have been charged to the issuer.
6. The basis or rates of charges levied against securityholders rather than the issuer for special services such as trustee fees for registered retirement savings plans, redemption fees, conversion of investments from one fund to another within related mutual funds, or any other specific service charge to a class of investors, should be disclosed separately, in a single table in the body of the Summary Statement or in the financial statements and should not be included as part of the management expense ratio.

ITEM 11—Investment Objectives and Practices:

- (a) Precisely state the investment objectives of the issuer.
- (b) Make reference to the appropriate section of the prospectus for any specific policies or limitations relating to the practices of the issuer in pursuing its investment objectives.

INSTRUCTIONS:

Aims such as long-term capital appreciation or current income and the types of securities in which the issuer will invest should be described.

ITEM 12—Dividend Record:

State, in the body of the Summary Statement or by way of note to the financial statements contained in or accompanying the Summary Statement, the amount of dividends or other distributions, if any, paid by the issuer including income beneficially received by way of dividend reinvestment during its last five completed financial years preceding the date of the Summary Statement. This information may alternatively be

presented in the financial statements contained in, or accompanying, a Summary Statement.

INSTRUCTIONS:

Dividends should be set out on a per security basis, shown separately for each class of security in respect of each of the financial years. Appropriate adjustments shall be made to reflect changes in capitalization during the period.

ITEM 13—Legal Proceedings:

Briefly describe any legal proceedings material to the issuer to which the issuer is a party or of which any of its property is the subject. Make a similar statement as to any such proceedings known to be contemplated.

INSTRUCTIONS:

Include the name of the court or agency, the date instituted, the principle parties thereto, the nature of the claim, the amount claimed, if any, whether the proceedings are being contested and the present status of the proceedings.

ITEM 14—Tax Status of Securityholder:

State in general terms the income tax consequences to the holders of the securities offered hereby of:

- (a) any distributions to such holders in the form of dividends or otherwise, including amounts beneficially received by way of investment;
- (b) redemption;
- (c) sale;
- (d) transfer to another mutual fund, if applicable.

ITEM 15—Auditors, Transfer Agents and Registrars:

- (a) State the name and address of the auditor of the issuer.
- (b) Where shares are offered, state the names of the issuer's transfer agents and registrars and the location (by municipalities) of the registers of the transfer of each class of shares of the issuer. Where securities other than shares are offered state the location (by municipalities) of each register on which transfers of such securities may be recorded.

ITEM 16—Provision of Prospectus:

State that a copy of the prospectus which was filed with the Summary Statement will be provided to the purchaser on request.

ITEM 17—Purchaser's Withdrawal and Rescission Rights:

Describe in general terms the statutory rights of withdrawal and rescission arising in connection with the purchase of mutual fund securities. Such description should serve the purpose of making the purchaser aware of such rights in general terms and reference should be made to the prospectus and to consultation with professional advisors for further and full details of such statutory rights.

ITEM 18—Certificate:

Include language substantially in the following form in the Summary Statement:

The Prospectus filed at the same time as this Summary Statement contains a certificate which reads as follows:

"The Summary Statement filed concurrently with this Prospectus contains no untrue statement of a material fact and

does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made.

This Summary Statement is reviewed, and such Certificate is signed on an annual basis by the Fund's chief executive officer, chief financial officer and, on behalf of its board of directors, by two directors other than the foregoing." O. Reg. 238/81, s. 6.

Form 17

Securities Act

ESCROW AGREEMENT FOR A NATURAL RESOURCE COMPANY

THIS AGREEMENT made in triplicate

this day of, A.D. 19.....

AMONG:

(hereinafter jointly and severally called the "Vendors" of the First Part) and

(hereinafter called the "Trustee" of the Second Part) and

(hereinafter called the "Issuer" of the Third Part)

WHEREAS the Vendors or predecessors in title of one or more of them and the Issuer entered into an agreement dated the

day of, A.D. 19....., whereby the Vendors or such predecessors agreed to sell certain property to the Issuer, the consideration for such property being at least in part the issuance of securities by the Issuer or the transfer of securities of the Issuer to the Vendors or such predecessors, the property and the number of securities and the names of the Vendors presently owning or to receive such securities being respectively and more particularly described in Schedule "A" attached to and forming part of this agreement;

AND WHEREAS in furtherance of complying with the requirements of the *Securities Act*, the Vendors are desirous of depositing in escrow certain securities in the Issuer owned or to be received by them;

AND WHEREAS the Trustee has agreed to undertake and perform its duties according to the terms and conditions hereof;

NOW THEREFORE this agreement witnesseth that in consideration of the aforesaid agreements and of the sum of one dollar (\$1.00) now paid by the parties hereto, each to the other (receipt of which sum the parties do hereby respectively acknowledge each to the other), the Vendors jointly and severally covenant and agree with the Issuer and with the Trustee and the Issuer and the Trustee covenant and agree each with the other and with the Vendors jointly and severally as follows:

- (1) Each of the Vendors hereby places and deposits in escrow those of the Vendor's securities of the issuer which are represented by the certificates described or referred to in Schedule "A" hereto with the Trustee and hereby undertakes and agrees forthwith to deliver those certificates (including any replacement securities or certificates if and when such are issued or allotted) to the Trustee for deposit in escrow.
- (2) The parties hereby agree that the securities and the beneficial ownership of or any interest in them and the certificates

representing them (including any replacement securities or certificates) shall not be sold, assigned, hypothecated, alienated, released from escrow, transferred within escrow or otherwise in any manner dealt with, without express consent, order or direction in writing of the Ontario Securities Commission (hereinafter referred to as the "Commission") being first had and obtained or except as may be required by reason of the death or bankruptcy of any Vendor, in which cases the Trustee shall hold the said certificates, subject to this agreement, for whatever person, firm or corporation shall be legally entitled to be or become the registered owner thereof.

- (3) The Vendors hereby direct the Trustee to retain their respective securities and the certificates (including any replacement securities or certificates) representing the same and not to do or cause anything to be done to release the same from escrow or to allow any transfer, hypothecation or alienation thereof except with and as directed by the written consent, order or direction of the Commission. The Trustee hereby accepts the responsibilities placed on it hereby and agrees to perform the same in accordance with the terms hereof and the written consent, orders or directions of the Commission.
- (4) If during the period in which any of the said securities are retained in escrow pursuant hereto, any dividend is received by the Trustee in respect of the escrowed securities, any such dividend shall be forthwith paid or transferred to the respective registered owner entitled thereto.
- (5) All voting rights attached to the escrowed securities shall at all times be exercised by the respective registered owners thereof.
- (6) The Vendors hereby jointly and severally agree to and do hereby release and indemnify and save harmless the Trustee from and against all claims, suits, demands, costs, damages and expenses which may be occasioned by reason of the Trustee's compliance in good faith with the terms hereof.
- (7) The Issuer hereby acknowledges the terms and conditions of this agreement and agrees to take all reasonable steps to facilitate its performance.
- (8) The written consent, order or direction of the Commission as to a release from escrow of all or part of the said securities shall terminate this agreement only in respect to those securities so released.
- (9) (a) In the event that the Issuer has lost, alienated, or has not obtained a good or marketable title to, or that the Issuer has abandoned or discontinued development of any or all of the aforesaid property, or that any or all of the said property which was or formed part of the consideration for which the aforesaid securities were issued has become of little or no value, the Issuer may and shall declare any such event or circumstance giving particulars thereof to the Commission and the Vendors by way of a resolution of directors and provide a certified copy of the resolution to the Commission and the Vendors.
- (b) The Vendors jointly and severally agree with the Issuer and the Trustee that in the event of any such loss, alienation, failure to acquire such title or of such abandonment or discontinuance of development or diminution of value, all of the securities issued in consideration of such property and then held in escrow hereunder shall, save as hereinafter in this paragraph 9 (b) provided, be tendered to the Issuer by way of gift or for cancellation and shall remain in escrow subject to the terms and conditions of the agreement until the securities are fully effectually cancelled or otherwise transferred for the benefit of the Issuer. Despite the foregoing, where in the event of alienation there is evidence satisfactory to the Commission of an increase in the value of such property or where only part of the property is involved, the Commission, after affording the Issuer and

the Vendors an opportunity to be heard, may determine in its sole discretion by order or direction to the Trustee, the number of securities, if any, to be tendered to the Issuer by way of gift or for cancellation and such determinations and declarations shall be final and binding upon each of the parties hereto.

- (c) Each of the Vendors undertakes and agrees to vote and cause to be voted their respective securities in a manner consistent with the terms, conditions and intent of this agreement in relation to the aforesaid gifting back of securities.
- (d) Where the securities issued in consideration of such property cannot be cancelled, they shall be held for the benefit of the Issuer by the Trustee and remain in escrow object to the terms and conditions of this agreement, but they shall not be voted and any dividends shall be donated back for the benefit of the Issuer.
- (10) If the Trustee should wish to resign, it shall give at least six months notice to the Issuer, who may, with the written consent of the Commission, by writing appoint another Trustee in its place and such appointment shall be binding on the Vendors and the new Trustee shall assume and be bound by the obligations of the Trustee hereunder.
- (11) This agreement may be executed in several parts in the same form and such parts as so executed shall together form one original agreement, and such parts if more than one shall be read together and construed as if all the signing parties hereto had executed one copy of this agreement.
- (12) Wherever the singular or masculine are used throughout this agreement, the same shall be construed as being the plural or feminine or neuter where the context so requires.
- (13) This agreement shall ensure to the benefit of and be binding upon the parties hereto, their and each of their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed these presents the day and year first above written.

Signed, Sealed and Delivered in the presence of

SCHEDULE "A"

1. Description of Property:

.....

2.

Name of Securityholder	Beneficial Owner	Number of Securities	Certificate Number

R.R.O. 1980, Reg. 910, Form 16.

Form 18

Securities Act

ESCROW AGREEMENT FOR AN ISSUER OTHER THAN A NATURAL RESOURCE COMPANY

THIS AGREEMENT made in triplicate

this day of, A.D. 19.....

AMONG:

(hereinafter jointly and severally called the "Securityholders" of the First Part) and

(hereinafter called the "Trustee" of the Second Part) and

(hereinafter called the "Issuer" of the Third Part)

WHEREAS in furtherance of complying with the requirement of the *Securities Act*, the securityholders are desirous of depositing in escrow certain securities in the Issuer owned or to be received by them;

AND WHEREAS the Trustee has agreed to undertake and perform its duties according to the terms and conditions hereof;

NOW THEREFORE this Agreement witnesseth that in consideration of the aforesaid agreements, and of the sum of one dollar (\$1.00) now paid by the parties hereto, each to the other (receipt of which sum the parties do hereby respectively acknowledge each to the other) the securityholders jointly and severally covenant and agree with the Issuer and with the Trustee and the Issuer and the Trustee covenant and agree each with the other and with the securityholders jointly and severally as follows:

- Each of the securityholders hereby places and deposits in escrow those securities of the Issuer which are represented by the certificates described or referred to in Schedule "A" hereto with the Trustee and hereby undertakes and agrees forthwith to deliver those certificates (including any replacement securities or certificates if and when such are issued or allotted) to the Trustee for deposit in escrow.
- The parties hereby agree that the securities and the beneficial ownership of or any interest in them and the certificate representing them (including any replacement securities or certificates) shall not be sold, assigned, hypothecated, alienated, released from escrow, transferred within escrow, or otherwise in any manner dealt with, without the express consent, order or direction in writing of the Ontario Securities Commission (hereinafter referred to as the "Commission") being first had and obtained or except as may be required by reason of the death or bankruptcy of any securityholder, in which cases the Trustee shall hold the said certificates subject to this agreement, for whatever person, firm or corporation shall be legally entitled to be or become the registered owner thereof.
- The securityholders hereby direct the Trustee to retain their respective securities and the certificates (including any replacement securities or certificates) representing the same and not to do or cause anything to be done to release the same from escrow or to allow any transfer, hypothecation or alienation thereof except with and as directed by the written consent, order or direction of the Commission. The Trustee hereby accepts the responsibilities placed on it hereby and agrees to perform the same in accordance with the terms hereof and the written consents, orders or directions of the Commissions.

4. If during the period in which any of the said securities are retained in escrow pursuant hereto, any dividend is received by the Trustee in respect of the escrowed securities, any such dividend shall be forthwith paid or transferred to the respective securityholders entitled thereto.
5. All voting rights attached to the escrowed securities shall at all times be exercised by the respective registered owners thereof.
6. The securityholders hereby jointly and severally agree to and do hereby release and indemnify and save harmless the Trustee from and against all claims, suits, demands, costs, damages and expenses which may be occasioned by reason of the Trustee's compliance in good faith with the terms hereof.
7. The Issuer hereby acknowledges the terms and conditions of this agreement and agrees to take all reasonable steps to facilitate its performance.
8. If the Trustee should wish to resign, it shall give at least six months' notice to the Issuer, which may, with the written consent of the Commission, by writing appoint another Trustee in its place and such appointment shall be binding on the securityholders and the new Trustee shall assume and be bound by the obligations of the Trustee hereunder.
9. The written consent, order or direction of the Commission as to a release from escrow of all or part of the said securities shall terminate this agreement only in respect to those securities so released. For greater certainty this clause does not apply to securities transferred within escrow.
10. This agreement may be executed in several parts in the same form and such parts as so executed shall together form one original agreement, and such parts if more than one shall be read together and construed as if all the signing parties hereto had executed one copy of this agreement.
11. Wherever the singular or masculine are used throughout this agreement, the same shall be construed as being the plural or feminine or neuter where the context so requires.
12. This agreement shall ensure to the benefit of and be binding upon the parties hereto, their and each of their heirs, executors, administrators, successors and assigns.

IN WITNESS whereof the parties hereto have executed these presents the day and year first above written.

Signed, Sealed and Delivered in the presence of

SCHEDULE "A"

Name of Securityholder	Beneficial Owner	Number of Securities	Certificate Number

R.R.O. 1980, Reg. 910, Form 17.

Form 19

Securities Act

ACKNOWLEDGEMENT BY TRANSFEREE OF SECURITIES IN ESCROW

To: The Ontario Securities Commission

The undersigned hereby acknowledges that the securities listed in

Schedule "A" attached hereto which are subject to an Escrow Agreement dated, A.D. 19..... have been assigned to the undersigned and that the undersigned shall be bound by the terms and conditions of said Escrow Agreement as if the undersigned were an original signatory to it.

SCHEDULE "A"

Name of Issuer

Name of Securityholder (Assignor)	Name of Securityholder (Assignee)	Beneficial Owner	Number of Securities	Certificate Number

R.R.O. 1980, Reg. 910, Form 18.

Form 20

Securities Act

REPORT OF A TRADE UNDER CLAUSE 72 (1) (a), (b), (c), (d), (l), (p) or (q) OF THE ACT OR CLAUSE 14 (f) OF THE REGULATION (Note: Circle applicable clause.)

NOTE: This report is not required where a bank listed in Schedule I or II to the *Bank Act* (Canada) or a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act* acquires from a customer an evidence of indebtedness of the customer or an equity investment in the customer acquired concurrently with an evidence of indebtedness.

1. Full name and address of the Vendor.
2. Name and address of the issuer of the security traded and description of the security.
3. Date of trade.
4. If the trade(s) involved securities in which a published market exists or the trade(s) was (were) made pursuant to clause 72 (1) (p) of the Act or if the issuer of the securities is not a reporting issuer, complete clause (a) of this section; otherwise complete either clause (a) or clause (b):

(a)

Full Name and Address of Purchaser(s)	Amount or Number of Securities Purchased	Purchase Price

(b) the Vendor has prepared and certified a list comprising the information required by clause (a) of this section 4 and such certified list is available for inspection by any duly authorized representative of the Commission at the following address within Ontario:

5. State the name and address of any person acting as agent in connection with the trade(s) and the compensation paid or to be paid to such agent.

Certificate of Vendor or Agent of Vendor

The undersigned hereby certifies that the statements made in this report are true and correct.

Dated at this day of, 19.....
 (name of Vendor or agent—
 please print)

 (signature)

 (official capacity—please print)

 (please print here name of individual
 whose signature appears above, if
 different from name of Vendor or
 agent printed above)

INSTRUCTIONS:

1. In answer to question 5 give the name of the person or company who has been or will be paid remuneration directly related to the trade(s), such as commissions, discounts or other fees or payments of a similar nature. It is not necessary to include payments for services incidental to the trade such as clerical, printing, legal or accounting services.
2. If the space provided for any answer is insufficient, additional sheets may be used and must be cross referred to the relevant item and properly identified and signed by the person whose signature appears on the report.
3. Please file this report in duplicate with \$10. Cheques are payable to the Treasurer of Ontario. R.R.O. 1980, Reg. 910, Form 20; O. Reg. 84/81, s. 3.

Form 21*Securities Act*

REPORT UNDER SUBSECTION 72 (4) OF THE ACT OF A FIRST TRADE IN SECURITIES PREVIOUSLY PURCHASED UNDER SUBCLAUSE 72 (1) (f) (iii) OF CLAUSE 72 (1) (a), (b), (c), (d), (l), (m), (p) or (q) OF THE ACT OR CLAUSE 14 (f) OF THE REGULATION (Note: Circle application clause.)

1. Full name and address of Vendor.
2. Full name and address of the reporting issuer whose securities were traded.
3. Description of securities sold in reliance on subsection 72 (4) of the Act.

Date of Transaction	Amount or Number and Designation	Purchase Price

4. State which subclauses or parts of subclauses of clause 72 (4) (b) of the Act are relied upon by the Vendor.
5. Full name and address of the party from whom the Vendor acquired the securities and the date of acquisition.
6. Certificate of Vendor

The undersigned Vendor hereby certifies that the information given in this report relating to the Vendor is true and that to the best of the Vendor's information and belief:

- (1) the information given in this report relating to any other party is true,

- (2) (a) no unusual effort has been made to prepare the market or create a demand for the securities, and
 (b) no extraordinary commission or consideration has been or has been agreed to be paid in respect of the trade covered by this report, and
- (3) the trade to which this report relates is an arm's length transaction made in good faith.

Dated at this day of, 19.....
 (name of Vendor or agent—
 please print)

 (signature)

 (official capacity—please print)

 (please print here name of individual
 whose signature appears above, if
 different from name of Vendor or
 agent printed above)

INSTRUCTIONS:

1. If the space provided for any answer is insufficient, additional sheets may be used and must be cross-referred to the relevant item and properly identified and signed by the person whose signature appears on the report.
2. Please file this report in duplicate with \$10. Cheques are payable to the Treasurer of Ontario. R.R.O. 1980, Reg. 910, Form 21; O. Reg. 84/81, s. 4.

Form 22*Securities Act*

REPORT MADE UNDER SECTION 72 (5) OF THE ACT WITH RESPECT TO OUTSTANDING SECURITIES OF A PRIVATE COMPANY THAT HAS CEASED TO BE A PRIVATE COMPANY

1. Name and address of company that has ceased to be a private company
2. Date when the company ceased to be a private company
3. Jurisdiction of incorporation or continuation of the company
4. List, as of the time immediately before the company ceased to be a private company, the number or amount and designation of the authorized and outstanding securities of each class of securities of the company.
5. List the name, address and the number or amount and designation of securities of the company held by each person or company who was a beneficial or a registered owner of securities of the company immediately before the company ceased to be a private company and where it is not possible to identify the beneficial owner, explain why. (Make certain the

totals as to beneficial and as to registered owners given in this Item reconcile, in each case, with the totals given in Item 4.)

6. Certificate

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

Date

 (name of company that has ceased to be a private company)
 By

 (signature)

 (official capacity)

 (please print here name of individual whose signature appears above)

INSTRUCTION:

Please file this report in duplicate with \$10. Cheques are payable to the Treasurer of Ontario. R.R.O. 1980, Reg. 910, Form 22.

Form 23

Securities Act

NOTICE OF INTENTION TO DISTRIBUTE SECURITIES AND ACCOMPANYING DECLARATION PURSUANT TO SECTION 72 (7) OF THE ACT

1. Name and address of reporting issuer
-
2. Date issuer became a reporting issuer
3. Name and address of selling securityholder
-
4. Amount or number and designation of securities of the reporting issuer held by the selling securityholder (Instruction 1).

5. Amount or number and designation of securities of the reporting issuer proposed to be distributed by the selling securityholder.

6. State, to the extent known to the selling securityholder, the following particulars about the control position of the reporting issuer: name(s), securities of the reporting issuer held, offices or positions with the reporting issuer or selling securityholder and any other material particular regarding such control position.
7. Proposed method of distribution.
8. Proposed date and places of commencement of distribution.
9. If the selling securityholder is a lender, pledgee, mortgagee or other encumbrancer selling securities acquired pursuant to clause 72 (1) (e) of the Act, state the date and amount of the loan, pledge, mortgage or other encumbrance, the reasons for liquidating the debt and the circumstances of default.

Declaration, Certificate and Undertaking

The seller for whose account the securities to which this certificate relates are to be sold hereby:

- (1) represents that the seller has no knowledge of any material change which has occurred in the affairs of the issuer of the securities which has not been generally disclosed and reported to the Commission, nor has the seller any knowledge of any other material adverse information in regard to the current and prospective operations of the issuer which have not been generally disclosed;
- (2) represents that to the best of the seller's information and belief:
 - (a) no unusual effort has been and undertakes that no unusual effort will be made to prepare the market or to create a demand for the securities to be sold and no extraordinary commission or other consideration has been or has been agreed to be paid in respect of such trade, and
 - (b) the transaction to which this notice of intention and declaration relate is an arm's length transaction made in good faith;
- (3) undertakes that:
 - (a) the notice required to be filed under sub-subclause (i) (A), and
 - (b) the declaration required to be filed under sub-subclause (i) (B),

of clause 72 (7) (b) of the Act shall be renewed and filed at the end of sixty days after the original date of filing this notice of intention and thereafter at the end of each twenty-eight day period so long as any of the securities specified under this notice have not been sold or until notice has been filed that the securities so specified or any part thereof are no longer for sale;

- (4) certifies that the information given in the answers to the questions in this notice of intention are true.

Date

 (name of selling securityholder)
 By

 (signature)

 (official capacity—please print)

 (please print here name of individual whose signature appears above, if different from name of selling securityholder printed above)

INSTRUCTIONS:

1. If the space provided for any Item is insufficient use additional sheets which refer to the Item, are identified and are signed.
2. In Item 8, if the place of commencement of distribution is to be on the floor of a stock exchange, a statement to this effect and naming the stock exchange is sufficient.
3. Please file this notice in duplicate with \$10. Cheques are payable to the Treasurer of Ontario.
4. Subsection (3) of the Declaration, Certificate and Undertaking must be deleted if this Form is being used for the purposes

of an exemption under section 18 of the Regulation. R.R.O.
1980, Reg. 910, Form 23; O. Reg. 374/87, s. 4.

Form 24

Securities Act

STATEMENT OF MATERIAL FACTS

Neither the Ontario Securities Commission nor The Toronto Stock Exchange has in any way passed upon the merits of the securities offered hereunder and any representation to the contrary is an offence.

ONTARIO SECURITIES COMMISSION THE TORONTO STOCK EXCHANGE

.....
(full name of issuer)

.....
(address of head office and principal office of issuer)

STATEMENT OF MATERIAL FACTS

1. Give brief details of the circumstances relating to the offering of the securities and any material changes in the affairs of the issuer.	
2. Set out the description, designation and number of securities being offered by the issuer or selling securityholder. If any of the securities being offered are to be offered for the account of a selling securityholder, name the securityholder and state the number of securities owned by the securityholder, the number to be offered for the securityholder's account and the number to be owned by the securityholder after the offering.	
3. Set out the distribution price underwriting discounts or commissions and the estimated net proceeds to the issuer or selling securityholder, on both a per security and an aggregate basis. If it is not possible to state the distribution price or the underwriting discount or commissions the method by which they are to be determined shall be explained. Give the range of the market price during the previous ninety days.	
4. State the principal purposes for which the estimated net proceeds to be derived by the issuer from the sale of the securities to be offered are intended to be used and the approximate amount intended to be used for each such purpose. If any material amounts of other funds are to be used in conjunction with the proceeds state the amounts and sources of such other funds.	
5. State the laws under which the issuer was incorporated or organized and the date of incorporation or organization. Where the issuer is incorporated, state whether it was incorporated by articles of incorporation or otherwise or under a particular part of an incorporating statute dealing with mining companies.	
6. Give names, addresses and chief occupations for the past five years of the officers and directors of the issuer.	
7. State the share and loan capital of the issuer showing in the case of share capital authorized and issued capital.	
8. Outline briefly the manner in which the securities being offered are to be distributed, giving particulars of any outstanding or proposed underwriting or option agreement, including the name and address of each underwriter or option. Give similar particulars of sub-underwriting or sub-option agreements outstanding or proposed to be given and particulars of any assignments or proposed assignments of any such agreements.	
9. Give the name and address of any person or company who beneficially owns, directly or indirectly, in excess of 10 per cent of the securities of any person or company named in answer to Item 8 and the number and percentage of voting securities so owned.	

10. Give particulars of any payments in cash or securities of the issuer made or to be made to a promoter or finder in connection with the proposed underwriting.	
11. Give brief particulars of important properties owned, leased, held under option or operated or presently intended to be owned, leased, held under option or operated by the issuer.	
12. Indicate whether any property referred to in Item 11 is without a known body of commercial ore or reserves or recoverable oil and gas.	
13. Give brief particulars of any exploration and development work of the issuer during the past year and the results thereof.	
14. Give brief particulars of property proposed to be acquired by the issuer or any associate or affiliate of the issuer or acquired by the issuer or any associate or affiliate of the issuer within the previous three years, including the name and address of the vendor and the cost or proposed cost thereof to the issuer or any associate or affiliate, and if any such vendor is or was an insider or promoter of the issuer or an associate or affiliate of any insider or promoter of the issuer, so state and indicate the nature of the relationship.	
15. State the name of any person or company who is or has been a promoter of the issuer within the preceding two years and, if not disclosed in Item 14, the nature and amount of anything of value (including money, property, contracts, options or rights of any kind) received or to be received by each promoter.	
16. If the property referred to in Item 14 was or is to be paid for by the issuance of securities of the issuer or any subsidiary, give (a) the number of securities of the issuer and any subsidiary issued to or to be issued to the vendor after giving effect to such transaction, and (b) the number and, if more than 5 per cent of the securities presently outstanding, the percentage of securities of the issuer and any subsidiary owned or to be owned by the vendor after giving effect to the transaction. If the vendor is a company, give the names and addresses of the insiders of the company.	
17. Give the number, and if more than 5 per cent, the percentage of the securities of the issuer held in escrow or in pool and a brief statement of the terms of the escrow or pooling agreement.	
18. Give the number of securities of the issuer owned of record or beneficially, directly or indirectly, by each person or company who owns of record, or is known by the issuer or the selling securityholder to own beneficially, directly or indirectly, more than 5 per cent of such securities, in each case within ten days from the date hereof. Show separately whether the securities are owned both of record and beneficially, of record only, or beneficially only, and show the respective amounts in percentages owned in each such manner.	
19. Give a brief statement of any material legal proceedings to which the issuer or any of its subsidiaries is a party or of which any of their property is the subject. Make a similar statement as to any such proceedings known to be contemplated.	
20. Give the information required by Item 22 of Form 12, and give the aggregate direct remuneration, including amounts for services rendered, paid or payable by the issuer and its subsidiaries during the past year to other insiders of the issuer.	
21. Using Item 24 of Form 12 as a guide, give brief particulars of all options to purchase securities (other than such as are granted or proposed to be granted to securityholders as such on a proportionate basis) outstanding or proposed to be given by the issuer and its subsidiaries to any person or company, naming each such person or company and showing separately all such options outstanding or proposed to be given to the insiders of the issuer or its subsidiaries.	

22. State the prices at which securities of the issuer have been issued for cash or traded within the twelve months immediately preceding the date of this statement. For securities which have been traded, give price ranges and volume traded for each of those months and for securities which have been issued during those months, state the number of securities issued at each price. If any securities have been issued for services, state the nature and value of the services and give the name and address of the person or company who received the securities.	
23. Give the dates of and parties to and the general nature of every material contract entered into by the issuer or any subsidiary within the preceding two years which is still in effect and is not disclosed in the foregoing.	
24. Give particulars of any other material facts relating to the securities proposed to be offered and not disclosed pursuant to the foregoing items.	

R.R.O. 1980, Reg. 910, Form 24.

Form 25*Securities Act***PUT OPTION CONTRACT**

..... 19.....

FOR VALUE RECEIVED, We agree to BUY from the Bearer

..... shares of the stock of the

..... at DOLLARS (\$.....)

per share AT ANY TIME WITHIN days from date of contract.

THIS OPTION CONTRACT MAY BE EXERCISED BY PRESENTING IT TO THE UNDERSIGNED BEFORE THE EXACT EXPIRY DATE. IT WILL NOT BE ACCEPTED AFTER IT HAS EXPIRED AND CANNOT BE EXERCISED BY TELEPHONE.

TERMS OF THIS CONTRACT PROVIDE:

- (1) On the day that the stock covered by this option sells ex-dividend, the contract price shall be reduced by the value of such cash dividend.
- (2) If the stock covered by this option is entitled to rights and/or warrants, the specified contract price shall be reduced by the value of such rights and/or warrants as fixed by the opening sale thereof on the day the stock sells ex-rights and/or ex-warrants. There will be no physical delivery of rights and/or warrants upon the exercise of this option.
- (3) In the event of a stock split or other similar action the share value of this option will become the equivalent in new securities when duly listed for trading and the total contract price shall not change.
- (4) Stock dividends shall be attached to the stock carried herewith when and if this option is exercised and the total contract price shall not be changed.
- (5) Upon presentation of this option to the undersigned within the time specified, the undersigned agrees to accept notice of the Bearer's exercise by acknowledging presentation of this option which shall constitute a contract and shall be controlling with respect to delivery of the stock and settlement in accordance with (recognized) Stock Exchange procedures.

THIS CONTRACT WILL EXPIRE AT EXACTLY

3:15 P.M. ON 19.....

If the (recognized) Stock Exchange is not in session at the expiry time due to a legal holiday, emergency closing or for any other reason, then this contract will expire at 3:15 P.M. at the next (recognized) Stock Exchange session following.

(Name of Member Firm or Member Corporation)

CONTRACT PRICE ADJUSTMENTSOriginal Contract Price \$
Date Amount

Ex-Dividend

Ex-Dividend

NET CONTRACT PRICE

This option contract has been presented for exercise on

..... 19..... by in accordance with provisions as set out in this contract.

(Name of Member Firm or Member Corporation)

R.R.O. 1980, Reg. 910, Form 25.

Form 26*Securities Act***CALL OPTION CONTRACT**

..... 19.....

FOR VALUE RECEIVED, We agree to SELL to the Bearer

..... shares of the

stock of the at DOLLARS

(\$.....) per share AT ANY TIME WITHIN days from date of contract.

THIS OPTION CONTRACT MAY BE EXERCISED BY PRESENTING IT TO THE UNDERSIGNED BEFORE THE EXACT EXPIRY DATE. IT WILL NOT BE ACCEPTED AFTER IT HAS EXPIRED AND CANNOT BE EXERCISED BY TELEPHONE.

TERMS OF THIS CONTRACT PROVIDE:

- (1) On the day that the stock covered by this option sells ex-dividend, the contract price shall be reduced by the value of such cash dividend.
- (2) If the stock covered by this option is entitled to rights and/or warrants the specified contract price shall be reduced by the value of such rights and/or warrants as fixed by the opening sale thereof on the day the stock sells ex-rights and/or ex-warrants. There will be no physical delivery of rights and/or warrants upon the exercise of this option.
- (3) In the event of a stock split or other similar action the share value of this option will become the equivalent in new securities when duly listed for trading and the total contract price shall not change.
- (4) Stock dividends shall be attached to the stock carried herewith when and if this option is exercised and the total contract price shall not be changed.
- (5) Upon presentation of this option to the undersigned within the time specified the undersigned agrees to accept notice of the Bearer's exercise by acknowledging presentation of this option which shall constitute a contract and shall be controlling with respect to delivery of the stock and settlement in accordance with (recognized) Stock Exchange procedures.

THIS CONTRACT WILL EXPIRE AT EXACTLY

3:15 P.M. ON 19.....

If the (recognized) Stock Exchange is not in session at the expiry time, due to a legal holiday, emergency closing or for any other reason, then this contract will expire at 3:15 p.m. at the next (recognized) Stock Exchange session following.

.....
(Name of Member Firm or Member Corporation)

CONTRACT PRICE ADJUSTMENTS

Original Contract Price \$
Date Amount

Ex-Dividend

Ex-Dividend

NET CONTRACT PRICE

This option contract has been presented for exercise on

..... 19..... by in accordance
with provisions as set out in this contract.

.....
(Name of Member Firm or Member Corporation)

R.R.O. 1980, Reg. 910, Form 26.

Form 27

Securities Act

MATERIAL CHANGE REPORT UNDER SECTION 75 (2) OF THE ACT

NOTE: This form is intended as a guideline. A letter or other document may be used if the substantive requirements of this form are complied with.

NOTE: WHERE THIS REPORT IS FILED ON A CONFIDENTIAL BASIS PUT AT THE BEGINNING OF THE REPORT IN BLOCK CAPITALS "CONFIDENTIAL—S.75"

ITEM 1—Reporting Issuer:

State the full name and address of the principal office in Canada of the reporting issuer.

ITEM 2—Date of Material Change:

ITEM 3—Press Release:

State the date and place(s) of issuance of the press release issued pursuant to section 75 (1) of the Act.

ITEM 4—Summary of Material Change:

Provide a brief but accurate summary of the nature and substance of the material change.

ITEM 5—Full Description of Material Change:

Supplement the summary required under Item 4 with the disclosure which should be sufficiently complete to enable a reader to appreciate the significance of the material change without reference to other material. Management is in the best position to determine what facts are significant and must disclose those facts in a meaningful manner. See also Item 7.

This description of the significant facts relating to the material change will therefore include some or all of the following: dates, parties, terms and conditions, description of any assets, liabilities or capital affected, purpose, financial or dollar values, reasons for the change, and a general comment on the probable impact on the reporting issuer or its subsidiaries. Specific financial forecasts would not normally be required to comply with this form.

The above list merely describes examples of some of the facts which may be significant. The list is not intended to be inclusive or exhaustive of the information required in any particular situation.

ITEM 6—Reliance on Section 75 (3) of the Act:

If the report is being filed on a confidential basis in reliance on section 75 (3) of the Act, state the reasons for such reliance.

INSTRUCTION:

Refer to section 75 of the Act and to the Regulation concerning continuing obligations in respect of reports filed pursuant to section 75 (3) of the Act.

ITEM 7—Omitted Information:

In certain circumstances where a material change has occurred and a material change report has been or is about to be filed but section 75 (3) of the Act will no longer or will not be relied upon, a reporting issuer may nevertheless believe that one or more significant facts otherwise required to be dis-

closed in the material change report should remain confidential and not be disclosed or not be disclosed in full detail in the material change report.

State whether any information has been omitted on this basis and provide the reasons for any such omission in sufficient detail to permit the Commission to exercise its discretion pursuant to section 140 (2) of the Act.

The reasons for the omission may be contained in a separate letter filed as provided in section 4 of the Regulation.

ITEM 8—Senior Officers:

To facilitate any necessary follow-up by the Commission, give the name and business telephone number of a senior officer of the reporting issuer who is knowledgeable about the material change and the report or an officer through whom such senior officer may be contacted by the Commission.

ITEM 9—Statement of Senior Officer:

Include a statement in the following form signed by a senior officer of the reporting issuer:—

“The foregoing accurately discloses the material change referred to herein.”

Also include date and place of making the statement.
R.R.O. 1980, Reg. 910, Form 27.

Form 28

Securities Act

ANNUAL FILING OF REPORTING ISSUER

NOTE: THIS FORM NEED NOT BE FILED WHERE THE MANAGEMENT OF A REPORTING ISSUER IS REQUIRED TO FILE AN INFORMATION CIRCULAR DURING ITS LAST FINANCIAL YEAR.

ITEM 1—Name of Reporting Issuer

ITEM 2—Jurisdiction Under Which Incorporated, Organized or Continued

ITEM 3—Financial Year End

ITEM 4—Voting Securities and Principal Holders of Voting Securities:

- (a) State as to each class of voting securities of the reporting issuer, the number of securities outstanding and the voting rights for each security of each such class.
- (b) If, to the knowledge of the directors or senior officers of the reporting issuer, any person or company beneficially owns, directly or indirectly, or exercises control or direction over, voting securities carrying more than 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer, name each such person or company, state the approximate number of the securities beneficially owned, directly or indirectly or over which control or direction is exercised, by each such person or company and the percentage of the class of outstanding voting securities of the reporting issuer represented by the number of voting securities so owned, controlled or directed.

ITEM 5—Directors:

- (a) Name each director of the reporting issuer and state the period or periods during which the director has served as such.
- (b) State when the term of office of each director will expire.

- (c) State whether the reporting issuer has an executive committee of its board of directors or is required to have an audit committee of the board of directors and, if so, name those directors who are members of each such committee.
- (d) State all other positions and offices with the reporting issuer held by each director.
- (e) State the present principal occupation, business or employment of each director. Give the name and principal business of any person or company in which any such employment is carried on.
- (f) State the number of securities of each class of voting securities of the reporting issuer or of any subsidiary of the reporting issuer beneficially owned, directly or indirectly, or over which control or direction is exercised by each director.
- (g) If voting securities carrying 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer or of a subsidiary of the reporting issuer are beneficially owned, directly or indirectly or controlled or directed by any director and his or her associates or affiliates, state the number of securities of each class of voting securities beneficially owned, directly or indirectly or controlled or directed by the associates or affiliates naming each associate or affiliate whose security holdings are 10 per cent or more.

ITEM 6—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 7—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last complete financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. “routine indebtedness” means indebtedness described in any of the following clauses:
 - (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;
 - (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if
 - (i) the borrower is a full-time employee of the issuer,

- (ii) the loan is fully secured against the residence of the borrower, and
 - (iii) the amount of the loan does not exceed the annual salary of the borrower;
 - (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan
 - (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
 - (ii) involves no more than usual risks of collectibility; and
 - (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reasons shall be considered to be routine indebtedness if the repayment arrangements are in accord with usual commercial practice.
2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 8—Interests of Insiders in Material Transactions:

Describe briefly and, where practicable, state the approximate amount of any material interest, direct or indirect, of any insider of the reporting issuer or any associate or affiliate of any insider of the reporting issuer in any transaction since the commencement of the reporting issuer's last financial year or in any proposed transaction which has materially affected or would materially affect the reporting issuer or any of its subsidiaries.

INSTRUCTIONS:

1. Give a brief description of the material transaction. State the name and address of each person or company whose interest in the transaction is described and the nature of the relationship that requires disclosure of the interest.
 2. As to any transaction involving the purchase or sale of assets by or to the reporting issuer or any of its subsidiaries, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.
 3. This Item does not apply to any interest arising from the ownership of securities of the reporting issuer where the securityholder receives no extra or special benefit or advantage not shared on a proportionate basis by all holders of the same class of securities or by all holders of the same class of securities who are resident in Canada.
 4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the reporting issuer where any of the specified persons or companies was or is to be an underwriter who was or is to be in a contractual relationship with the reporting issuer with respect to securities of the reporting issuer or is an associate or affiliate of a person or company that was or is to be such an underwriter.
 5. No information need be given in response to this Item as to any transaction or any interest therein where
 - (a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (b) the interest of the specified person or company in the transaction is solely that of a director of another person or company that is a party to the transaction;
 - (c) the transaction involves services as a bank listed in Schedule I or II to the *Bank Act* (Canada), or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or
 - (d) the transaction does not, directly or indirectly, involve remuneration for services, and
 - (i) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than ten per cent of the securities of any class of voting securities of another person or company that is a party to the transaction,
 - (ii) the transaction is in the ordinary course of business of the reporting issuer or its subsidiaries, and
 - (iii) the amount of the transaction or series of transactions is less than ten per cent of the total sales or purchases, as the case may be, of the reporting issuer and its subsidiaries for the last financial year.
6. Information shall be given an answer to this Item with respect to transactions not excluded above that involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, or control or direction of less than 10 per cent of the securities of any class of voting securities of another person or company furnishing the services to the reporting issuer or its subsidiaries.

ITEM 9—Auditor of the Reporting Issuer:

Name the auditor of the reporting issuer. If the auditor was first appointed within the last five years, state the date when the auditor was first appointed.

ITEM 10—Management Contracts:

Where management functions of the reporting issuer or any subsidiary of the reporting issuer are to any substantial degree performed by a person or company other than the directors or senior officers of the reporting issuer or subsidiary:

- (i) give details of the agreement or arrangement under which the management functions are performed, including the name and address of any person or company who is a party to the agreement or arrangement or who is responsible for performing the management functions;
- (ii) give the names and addresses of the insiders of the person or company with which the reporting issuer or subsidiary has any such agreement or arrangement and, if the following information is known to the directors or senior officers of the reporting issuer, give the names and addresses of any person or company that would be an insider of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement if the person or company were a reporting issuer;
- (iii) with respect to any person or company named in answer to paragraph (i), state the amounts paid or payable by the reporting issuer and its subsidiaries to the person or company since the commencement of the reporting issuer's last financial year and give particulars; and
- (iv) with respect to any person or company named in answer to paragraph (i) or (ii) and their associates and affiliates, give particulars of,

- (a) any indebtedness of the person or company, associate or affiliate to the reporting issuer or its subsidiaries that was outstanding, and
- (b) any transaction or arrangement of the person or company, associate or affiliate with the reporting issuer or subsidiary,

at any time since the commencement of the reporting issuer's last financial year.

INSTRUCTIONS:

1. In giving the information called for by this Item, it is not necessary to refer to any matter that in all the circumstances is of relative insignificance.
2. In giving particulars of indebtedness, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount of indebtedness presently outstanding and the rate of interest paid or charged on the indebtedness.
3. It is not necessary to include as indebtedness amounts due from the particular person or company for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions. R.R.O. 1980, Reg. 910, Form 28; O. Reg. 420/85, s. 5.

Form 29

Securities Act

FINANCE COMPANY QUESTIONNAIRE AND FINANCIAL REPORT

.....
Name of Finance Company

.....
Date of Incorporation and Jurisdiction Under
Which Incorporated or Continued

.....
For the Year Ended

PART I

(1) Introduction

This Report is to be prepared by finance companies as defined in the Regulation. The Report is complete only when accompanied by a full set of audited financial statements.

The data in the Report pertain, unless otherwise indicated, to the consolidated operations of the finance company and its subsidiaries.

The evaluation of a company cannot be complete without an evaluation of the capabilities and performance of its management. Readers should recognize that this Report is intended for use primarily as a starting point in the process of evaluating the finance company.

(2) Organization of the Report

Part I Introduction and organization of the Report.

Part II Statement of policy with respect to nine important corporate policies, knowledge of which will assist in the evaluation of the data contained in other parts. In addition, this part will provide some relevant general information about the company.

Part III Eleven schedules of detailed data with respect to operations for the year, which, when read in comparison with previous years' reports, produce a picture of the company's actions through time.

Part IV Three sections, one each for consumer loans, sales finance wholesale and capital loans, and mortgage loan companies.

PART II

For the purposes of this Report,

- (a) "dealer" means a person or company who sells products pursuant to security agreements which in turn are sold or assigned to a finance company;

"delinquent account" means an account on which an instalment or part thereof is past due for a specified period of time;

"income tax rate" means taxes as a percentage of before tax earnings;

"renewal contract" means a contract replacing an original contract and entered into to reduce the amount of the monthly instalment from the amount required under the original contract;

- (b) information should, to the extent applicable, be stated separately for each class of receivable.

ITEM 1—Statements of Operational Policy:

Attach a statement which describes the policies, methods of treatment, and statistical significance of each of the following areas. While the financial statements of the finance company will include a number of the following items, the purpose of this statement is to provide more detailed data than would usually be shown therein.

- (a) Renewals—The policies and procedures regarding renewals including a statement as to whether additional credit investigation of the customer has been made and, where applicable, as to whether the approval of the dealer has been obtained.
- (b) Extensions—The policies and procedures regarding extensions including a statement as to whether an extension is granted only when,
 - (i) circumstances warrant the postponement of all or a part of a current instalment,
 - (ii) the dealer has approved, if applicable, and
 - (iii) an extension fee has been paid.
- (c) Delinquencies—The statement should indicate, for each class of business,
 - (i) whether delinquency is measured contractually, or on the basis of recency of payment,
 - (ii) the period of time the account needs to be past due before being classified as a delinquent account, and
 - (iii) whether any partial payment returns a delinquent account to a current status, and if so, describe the type of payment.
- (d) Doubtful receivables.
- (e) Write-offs—The statement should include an explanation of any automatic write-off policy on delinquencies and the

accounting treatment on write-offs including the rebating method.

- (f) **Amortization of intangible assets**—The policies and methods regarding the treatment of intangible assets—e.g. start-up expenses of new branches, debt discount and expense, and goodwill—including an explanation of the basis of valuation, method of amortization, and total amortized to date.
- (g) **Income taxes**—If the income tax rate is significantly less than the maximum applicable tax rate for Canadian corporations, state the reason for the difference.
- (h) **Non-recurring items.**
- (i) **Income and Deferred Income**—Include full descriptions and examples, of all methods of taking up income (derived from financing operations) used by the finance company or any of its subsidiaries. The statement should clearly illustrate the method of accounting for deferred income and reserves representing deferred income. If any initial charges are taken (e.g. acquisition charge) state the percentage that each of these charges bears to the total finance charge.

For purposes of comparison, a description of the **DIRECT RATIO METHOD** of taking up income follows:

Direct Ratio Method

The direct ratio method (also known as the “rule of 78ths” and the “sum-of-the-digits” methods) is a method by which the unearned or deferred finance charge can be taken into earned income. It is a method by which the income earned during the period may be matched with expenses incurred during the same period.

In practice, modifications of the direct ratio method are commonly employed. Some modifications are applied to some classes of business while other modifications are applied to other classes of business, within the same company. Still more modifications other than those now in use might be expected in years to come.

The number of modifications and their development suggests that no one method is “right” for all classes of business at all times. Therefore, the direct ratio method is suggested here as a common point of comparison only and its use as such is not intended to imply a recommendation of the method for any purpose other than as a point of comparison.

Example of the Direct Ratio Method

As applied to a 12-month contract acquired on the first day of the month:

Total initial finance charge	\$100.00
Less: acquisition charge	0.00
dealer reserve	0.00
other expense items	0.00
Net initial finance charge	<u>\$100.00</u>

Amount of finance charge taken up—

in the 1st month (month of acquisition)	\$15.39	(12/78 × 100)
in the 2nd month	14.10	(11/78 × 100)
in the 3rd month	12.82	(10/78 × 100)
in the 4th month	11.54	(9/78 × 100)
in the 5th month	10.26	(8/78 × 100)
in the 6th month	8.97	(7/78 × 100)
in the 7th month	7.69	(6/78 × 100)

in the 8th month	\$ 6.41	(5/78 × 100)
in the 9th month	5.13	(4/78 × 100)
in the 10th month	3.85	(3/78 × 100)
in the 11th month	2.56	(2/78 × 100)
in the 12th month	1.28	(1/78 × 100)
Total	<u>\$100.00</u>	

The example is based upon a total finance charge of \$100.00.

Assuming that expenses incurred for acquiring the contract, etc. are not charged, the total unearned income to be taken up periodically is also \$100.00. Therefore, on the basis of a 12-month contract acquired on the first day of the month, the amounts of income taken up each month in the example closely approximate the related percentage figures when the direct ratio method is applied without any modifications.

ITEM 2—Operational Information as at the Financial Year End:

Include the following additional information, provided that to the extent such information is included in the annual report to shareholders, a prospectus or material change report filed with the Commission, it is only necessary to cross-refer to the date and page number of such document:

- (a) Operational review of the current year, including subsidiary, operations.
- (b) Historical operational review including comparative statistics.
- (c) Branch locations:

NO. OF LOCATIONS

Ontario excluding Metropolitan Toronto
Metropolitan Toronto
Quebec excluding Metropolitan Montreal
Metropolitan Montreal
British Columbia excluding Metropolitan Vancouver
Metropolitan Vancouver
Atlantic Provinces
Prairie Provinces
Other

TOTAL

- (d) Management organization chart.
- (e) Business experience of senior management.
- (f) Details of other significant assets and liabilities of the finance company or its subsidiaries of a “non-finance” nature.
- (g) Does the finance company or any of its subsidiaries finance any person or company in which insiders of the finance company or any of its subsidiaries or their families have a direct or beneficial interest? If so, please give details regarding:
- name of person or company,
 - types of business,
 - types of financing granted,

PART III**SCHEDULE 4****ANALYSIS OF CONSUMER LOAN VOLUME FOR THE PERIOD—BY TYPE OF BORROWER**.....
Name of Finance Company

Year Ended

1. Loans to New Borrowers
2. Loans to Former Borrowers
3. Loans to Present Borrowers
- TOTALS:

Number	Old Balances Renewed	New Money	Total
	XXXXXXXXXXXXX		
	XXXXXXXXXXXXX		

Included under Number 3 above were loans (number of loans) to present borrowers where the amount of the loan, after deducting both finance charges and insurance charges, did not exceed the old balance renewed by more than 10 per cent. For the purpose of compiling this statistic, the amount of each "Old Balance Renewed" is the unpaid balance owed at the time of refinancing minus all refunds of finance and insurance charges. (A finance company reporting volume on a gross basis will report old balances on line 3 in the table above "gross", even though this supplementary statistic requires using "net" balance figures.)

NOTE: To be completed by all consumer loan companies and other companies if, in Schedule 5, the total of Column 7 is greater than 10 per cent of the total of Column 9.

PART III**SCHEDULE 5****MATURITIES OF YEAR END RECEIVABLES**.....
Name of Finance Company

Year Ended

	Financing			Loans					Total	Per Cent of Total
	(1) Retail	Leasing	(2) Wholesale	Dealer	Commercial	Residential Mortgages	Consumer	(3) Other		
Year	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										
5										
Sub-Total Over 5 Years	—	—	—	—	—	—	—	—	—	—
TOTAL	==	==	==	==	==	==	==	==	==	100%
Total Without Precomputed Charge.....	—	—	—	—	—	—	—	—	—	—
Total With Precomputed Charge.....	—	—	—	—	—	—	—	—	—	—
Unearned Income	—	—	—	—	—	—	—	—	—	—
Percentage of unearned income to "with precomputed charge" Total ..	—	—	—	—	—	—	—	—	—	—

Note 1. per cent of retail financing is with dealer endorsement or repurchase agreement.

Note 2. Indicate the amount of wholesale in Column 3 which was sold out of trust

Note 3. Describe receivables if the total of Column 8 is more than 10 per cent of the grand total.

Note 4. If, for valid reasons, actual figures cannot be provided, estimates may be tendered. Where estimates are used, the fact should be stated.

PART III

SCHEDULE 6

MATURITIES OF YEAR END DEBT

.....
Name of Finance Company

Year Ended

	Debt (1)		Total	Per Cent of Total
	Senior	Junior		
Amount Maturing in Year(s)				
1				
2				
3				
4				
5				
Sub-Total	_____	_____	_____	_____
6 to 10				
11 to 15				
16 to 20				
21 to 25				
Over 25	_____	_____	_____	<u>100%</u>
	=====	=====	=====	

Note 1: Includes open market short term and bank borrowing.

PART III

SCHEDULE 7A (1)

DELINQUENCY—CONTRACTUAL MEASUREMENT

.....
Name of Finance Company

Year Ended

	Financing		Loans					Total
	Retail	Leasing	Dealer	Commercial	Residential Mortgages	Consumer	Other	
	1	2	3	4	5	6	7	8
30 – 59 days								
— number of delinquent accounts								
— % of total accounts								
— instalments delinquent (\$)								
— % of total balance								
60 days or more								
— number of delinquent accounts								
— % of total accounts								
— instalments delinquent (\$)								
— % of total balances								
— balances delinquent (\$)								
— % of total balances								

Note 1: The finance company should report on schedules 7A (1) and/or 7A (2) in accordance with the method or methods in use by the company as referred to in Item 1 (c) of Part II.

PART III**SCHEDULE 7A (2)****DELINQUENCY—RECENCY MEASUREMENT (1)**

.....
Name of Finance Company

Year Ended

	Financing		Loans					Total
	Retail	Leasing	Dealer	Commercial	Residential Mortgages	Consumer	Other	
	1	2	3	4	5	6	7	8
60 – 89 days								
— number of delinquent accounts								
— % of total accounts								
— balances delinquent (\$)								
— % of total balance								
90 days or more								
— number of delinquent accounts								
— % of total accounts								
— balances delinquent (\$)								
— % of total balance								
Accounts on which no principal has been received in the last 60 days								
— number of delinquent accounts								
— balances delinquent (\$)								
Accounts on which total applied to unpaid balance in the last 60 days was less than half the contractual instalment								
— number of accounts								
— balances								

(1): The data should be in accordance with the policy stated in Item 1 (c) of Part II.

PART III**SCHEDULE 7B****ALLOWANCE FOR DOUBTFUL ACCOUNTS**

.....
Name of Finance Company

Year Ended

	19..... (current year)	19.....	19.....	19.....	19.....
Opening Balance					
Losses					
Recoveries					
Deduct—Net Losses					
Sub-Total	_____	_____	_____	_____	_____
Add—Charge into P & L Account					
—Other (explain)	_____	_____	_____	_____	_____
Closing Balance	=====	=====	=====	=====	=====
Total Year End Receivables	_____	_____	_____	_____	_____
Per Cent of Closing Balance to Year End Receivables	_____	_____	_____	_____	_____

PART III**SCHEDULE 7C****LOSS EXPERIENCE FOR PERIOD**

.....
Name of Finance Company

Year Ended

Any class of receivables detailed on Schedule 5 which accounts for 10 per cent or more of total net losses for the period should be detailed below. Fill in the appropriate headings. All others may be included in one column.

		All Other	Total
Outstanding at Beginning of Period			
Volume for Period			
Notes Purchased (Bulk-Face Amount)			
1. Total			
Outstanding at End of Period			
Notes Sold (Bulk-Face Amount)			
Notes Charged Off (1)			
2. Total			
3. Liquidation 1. minus 2.			
Notes Charged Off (1)			
Less Recoveries			
Net Losses Current Year			

1. For purposes of this schedule, "Notes Charged Off" should be computed, if possible, net of unearned charges. If gross figures are used, please indicate.
2. Indicate amount of claims against bonding companies which are carried as assets

PART III**SCHEDULE 8****ANALYSIS OF SHORT TERM DEBT**

.....
Name of Finance Company

Year Ended

	A As At Statement Date	B Bank Borrowings		C Open Market Borrowings	
		Maximum	Minimum	Maximum	Minimum
1. Date of Occurrence	XXX
2. Cash and Marketable Securities	\$.....	\$.....	\$.....	\$.....	\$.....
3. Bank Borrowings	\$.....	\$.....	\$.....	\$.....	\$.....
4. Open Market Borrowings	\$.....	\$.....	\$.....	\$.....	\$.....
5. Bank Lines	\$.....	\$.....	\$.....	\$.....	\$.....

Note 1: Short term debt means debt originally incurred for a term of one year or less.

Note 2: If a precise date is not available, month end is satisfactory.

Note 3: See instructions overleaf.

INSTRUCTION TO SCHEDULE 8

- (a) Line 1—Indicate in Column B the precise dates on which maximum and minimum bank borrowings occurred during the year and then indicate in Column C the precise dates on which market borrowings were at maximum and minimum.
- (b) Lines 2, 3, 4 and 5—Give appropriate dollar amounts as at the indicated dates in Line 1 under Columns B and C.
- (c) Column A—Give dollar amounts as at statement date.
- (d) Explanatory comments by finance companies if necessary.

In addition, the following information should be provided:

- 1. Name the banks providing lines of credit; if more than 10, list *only* the names of the 10 banks providing the largest individual lines of credit.
- 2. What were the maximum short term borrowings (bank and open market) at any one time during the year and the date which these occurred?
- 3. Has the finance company made any guarantees or endorsements of borrowings not included in Schedule 8?
- 4. Are any finance company borrowings endorsed or guaranteed by others? Give details.
- 5. Are any of the bank lines used by subsidiaries, affiliated companies or parent companies? State details and amounts.
- 6. Do available bank lines cover open market borrowings at all times? State policy in this respect.

PART IV

TABLE OF CONTENTS

SECTION 1:	Consumer Loan Companies Only Schedule 1	Major Consumer Loans
SECTION 2:	Sales Finance Companies Only Schedule 2 (a) Schedule 2 (b) Schedule 3 Schedule 4	Analysis of Wholesale Financing Dealer Wholesale Concentrations Capital Loans to Dealers Dealer Retail Concentrations
SECTION 3:	Mortgage Loan Companies Only Mortgage Loan Operations Schedule 5 Schedule 6 Schedule 7	Inventory Activity Aging of Delinquent Mortgage Loans Real Estate Owned

PART IV

SECTION 1

SCHEDULE 1

MAJOR CONSUMER LOANS

Provide the following details on those consumer loan customers whose outstanding balances individually exceed 1/10 of 1 per cent of shareholder's equity.

- 1. Account number or code.
- 2. Occupation.
- 3. Date and amount of advance.
- 4. Description of security.
- 5. Amount outstanding.
- 6. Aggregate amount in arrears and number of days during which amount has been in arrears.

NOTE 1. To be completed by consumer loan companies only.

PART IV**SECTION 2****SCHEDULE 2 (a)****ANALYSIS OF WHOLESALE FINANCING**
(Provide major classifications).....
Name of Finance Company

Year Ended

	Maximum Outstanding at Any Month End During Period	Amount Outstanding at Statement Date	Amount Outstanding* 6 Months or Over
Classification			
Totals	XXXXXXXXXXXXX		

*From date of original advance.

PART IV**SECTION 2****SCHEDULE 2 (b)****DEALER WHOLESALE CONCENTRATIONS***.....
Name of Finance Company

Year Ended

List five largest dealer wholesale concentrations at statement date. Indicate any capital loans to these dealers, but do not include capital loans in determining concentrations.

	DEALER Identify by Letter and Type of Business	WHOLESALE OUTSTANDING		WHOLESALE Outstanding Over 6 Months	Capital Loans
		End of Period	Maximum at any Month End During Period		
1.					
2.					
3.					
4.					
5.					
	TOTALS:		XXX		

Note 1: To be completed by sales finance companies only.

Note 2: If the same dealer appears in schedules 2 (b), 3, and/or 4, the same letter designation should be used for such dealer in all schedules.

*From date of original advance.

PART IV**SECTION 2****SCHEDULE 3****CAPITAL LOANS TO DEALERS**

.....
Name of Finance Company

Year Ended

Number

Amount \$.....

Itemize five largest capital loans to dealers showing type of dealer, amount, description of collateral, and program for liquidation of each. If the aggregate amount is less than 1 per cent of shareholders' equity, the five largest capital loans to dealers need not be filled out.

PART IV**SECTION 2****SCHEDULE 4****DEALER RETAIL CONCENTRATIONS**

.....
Name of Finance Company

Year Ended

List five largest dealer retail concentrations at statement date.

	DEALER— Identify by Letter and Type of Business	Volume Purchased During Period	Outstanding at Statement Date	Balances* Past Due 60 Days or More	Dealer Reserve Held	Repurchase Recourse or Non-Recourse
1.						
2.						
3.						
4.						
5.						
	TOTALS:					

*Unpaid balances of accounts with instalments past due 60 days or more on same basis as shown in Schedule 7A of Part III.

PART IV**SECTION 3****SCHEDULE 6****AGING OF DELINQUENT MORTGAGE LOANS RECEIVABLE—IN OWN INVENTORY**

.....
Name of Finance Company

Year Ended

	Total		Days Past Due				In Process of Foreclosure	
			30 to 59		60 Days and Over			
	Amount	No.	Amount	No.	Amount	No.	Amount	No.
N.H.A.								
Conventional 1-4 Family								
Conventional Other								
Construction								
Land—Unimproved								
Miscellaneous								
Total								

Note 1. The finance company should report on this schedule in accordance with the method or methods referred to in Item 1 (c) of Part II.

PART IV**SECTION 3****SCHEDULE 7****REAL ESTATE OWNED**

.....
Name of Finance Company

Year Ended

		Property Acquired Through Foreclosure		Property Held for Investment	
		No.	Cost	No.	Cost Less Depreciation
RESIDENTIAL	1-4 Family				
	Multiple Dwelling				
COMMERCIAL					
INDUSTRIAL					
LAND—UNIMPROVED					
OTHER					
TOTAL					

Note 1. To be completed if real estate owned exceeds 5 per cent of the total of Column 9 on Schedule 5 of Part III.

AUDITOR'S REPORT TO ACCOMPANY FORM 29

To the Directors

We have examined the financial statements of
as at and reported thereon to the shareholders under date of

Our examination was made in accordance with generally accepted auditing standards for the purpose of forming an opinion on the financial statements taken as a whole. Parts of the information contained in Form 29 are drawn from financial records examined by us in the course of our audit but certain statistical data therein is drawn from records which were not included in our examination. Therefore we are unable to and do not express any opinion on the contents of Form 29. We have, however, read Form 29 which has been compiled by the Company.

We have no reason to believe that there are any misrepresentations in the information contained in Form 29 that is derived from the financial statements upon which we reported or that is within our knowledge as a result of our audit of such financial statements.

.....
Chartered Accountants

AFFIDAVIT

IN THE MATTER OF THE SECURITIES ACT

Province of Ontario) I,
..... of) (name in full)
.....) of the
.....) in the

MAKE OATH AND SAY THAT:

1. I am the
Chief Financial Officer or Chief Executive Officer of the finance company

2. The attached Report presents fairly the information contained therein.

SWORN before me at the)
in the of)
this day of 19....)
.....)
A Commissioner, etc.) (Signature)

R.R.O. 1980, Reg. 910, Form 29.

Form 30

Securities Act

INFORMATION CIRCULAR

ITEM 1—Revocability of Proxy:

State whether the person or company giving the proxy has the power to revoke it. If any right of revocation is limited or is subject to compliance with any formal procedure, briefly describe the limitation or procedure.

ITEM 2—Persons or Companies Making the Solicitation:

- If solicitation is made by or on behalf of the management of the reporting issuer, so state. Give the name of any director of the reporting issuer who has informed the management in writing that he or she intends to oppose any action intended to be taken by the management and indicate the action that he or she intends to oppose.
- If a solicitation is made otherwise than by or on behalf of the management of the reporting issuer, so state and give the name of the person or company by whom or on whose behalf it is made.
- If the solicitation is to be made otherwise than by mail, describe the method to be employed. If the solicitation is to be made by specially engaged employees or soliciting agents, state,
 - the material features of any contract or arrangement for the solicitation and identify the parties to the contract or arrangement, and

(ii) the cost or anticipated cost thereof.

- State the name of the person or company by whom the cost of soliciting has been or will be borne, directly or indirectly.

ITEM 3—Interest of Certain Persons and Companies in Matters to be Acted Upon:

Give brief particulars of any material interest, direct or indirect, by way of beneficial ownership of securities or otherwise, of each of the following persons or companies in any matter to be acted upon other than the election of directors or the appointment of auditors:

- if the solicitation is made by or on behalf of the management of the reporting issuer, each person who has been a director or senior officer of the reporting issuer at any time since the beginning of the last financial year of the reporting issuer;
- if the solicitation is made otherwise than by or on behalf of the management of the reporting issuer, each person or company on whose behalf, directly or indirectly, the solicitation is made;
- each proposed nominee for election as a director of the reporting issuer;
- each associate or affiliate of any of the foregoing persons or companies.

INSTRUCTIONS:

- The following persons or companies shall be deemed to be

persons or companies by whom or on whose behalf the solicitation is made:

- (a) any member of a committee or group that solicits proxies, and any person or company whether or not named as a member who, acting along or with one or more other persons or companies, directly or indirectly takes the initiative or engages in organizing, directing or financing any such committee or group;
- (b) any person or company who finances or joins with another to finance the solicitations of proxies except a person or company who contributed not more than \$250 and who is not otherwise a person or company by whom or on whose behalf the solicitation is made; or
- (c) any person or company who lends money, provides credit, or enters into any other arrangements, pursuant to any contract or understanding with a person or company by whom or on whose behalf a solicitation is made, for the purpose of financing or otherwise inducing the purchase, sale, holding or voting of securities of the reporting issuer provided that this clause does not include bank or other lending institution or a dealer that, in the ordinary course of business, lends money or executes orders for the purchase or sale of securities and who is not otherwise a person or company on whose behalf a solicitation is made.

2. The following persons or companies shall be deemed not to be persons or companies by whom or on whose behalf a solicitation is made:

- (a) any person or company retained or employed by a person or company by whom or on whose behalf a solicitation is made to solicit proxies and who is not otherwise a person or company by whom or on whose behalf a solicitation is made or any person or company who merely transmits proxy-soliciting material or performs ministerial or clerical duties;
- (b) any person or company employed or retained by a person or company by whom or on whose behalf a solicitation is made in the capacity of lawyer, accountant, or advertising, public relations or financial adviser and whose activities are limited to the performance of their duties in the course of the employment or retainer;
- (c) any person regularly employed as an officer or employee of the reporting issuer or any of its affiliates who is not otherwise a person by whom or on whose behalf a solicitation is made; or
- (d) any officer or director of, or any person regularly employed by, any other person or company by whom or on whose behalf a solicitation is made, if the officer, director or employee is not otherwise a person by whom or on whose behalf a solicitation is made.

ITEM 4—Voting Securities and Principal Holders of Voting Securities:

- (a) State as to each class of voting securities of the reporting issuer entitled to be voted at the meeting, the number of securities outstanding and the particular of voting rights for each security of each such class.
- (b) Give the record date as of which the securityholders entitled to vote at the meeting will be determined or particulars as to the closing of the security transfer register, as the case may be, and, if the right to vote is not limited to security-

holders of record as of specified record date, indicate the conditions under which securityholders are entitled to vote.

- (c) If, to the knowledge of the directors or senior officers of the reporting issuer, any person or company beneficially owns, directly or indirectly, or exercises control or direction over, voting securities carrying more than 10 per cent of the voting rights attached to any class of voting securities of the reporting issuer, name each such person or company, state the approximate number of the securities beneficially owned, directly or indirectly, or over which control or direction is exercised, by each such person or company and the percentage of the class of outstanding voting securities of the reporting issuer represented by the number of voting securities so owned, controlled or directed.

ITEM 5—Election of Directors:

- (a) If directors are to be elected, provide the following information, in tabular form to the extent practicable, for each person or company proposed to be nominated for election as a director and each other person or company whose term of office as a director will continue after the meeting.
 - (i) Name and identify as such each proposed director of the reporting issuer and name each director of the reporting issuer whose term of office will continue after the meeting.
 - (ii) State when the term of office for each director and proposed director will expire.
 - (iii) State whether the reporting issuer has an executive committee of its Board of Directors or is required to have an audit committee and, if so, name those directors who are members of each such committee.
 - (iv) Where a director or officer has held more than one position in the issuer, or a parent or subsidiary thereof, state only the first and last position held.
 - (v) State the present principal occupation, business or employment of each director and proposed director. Give the name and principal business of any person or company in which any such employment is carried on. Furnish similar information as to all of the principal occupations, businesses or employments of each proposed director within the five preceding years, unless the proposed director is now a director and was elected to the present term of office by a vote of securityholders at a meeting, the notice of which was accompanied by an information circular.
 - (vi) If the proposed director is or has been a director of the reporting issuer, state the period or periods during which the proposed director has served as such.
 - (vii) State the number of securities of each class of voting securities of the reporting issuer or of any subsidiary of the reporting issuer beneficially owned, directly or indirectly or over which control or direction is exercised by each proposed director.
 - (viii) If voting securities carrying more than 10 per cent of the voting rights attached to all voting securities of the reporting issuer or of a subsidiary of the reporting issuer are beneficially owned, directly or indirectly, or controlled or directed by any proposed director and the proposed director's associates or affiliates, state the number of securities of each class of voting securities beneficially owned, directly or indirectly, or controlled or directed by the associates or affiliates, naming each associate or affiliate whose securityholdings are 10 per cent or more.
- (b) If any proposed director is to be elected pursuant to any

arrangement or understanding between the nominee and any other person or company, except the directors and senior officers of the reporting issuer acting solely in such capacity, name the other person or company and describe briefly the arrangement or understanding.

edness if the repayment arrangements are in accord with usual commercial practice.

2. State the name and home address in full or, alternatively, solely the municipality of residence or postal address of each person or company whose indebtedness is described.

ITEM 6—Executive Compensation:

Complete and attach to or include in this form a Statement of Executive Compensation in Form 40.

ITEM 7—Indebtedness of Directors and Senior Officers:

In regard to,

- (i) each director and each senior officer of the company;
- (ii) each proposed nominee for election as a director of the company; and
- (iii) each associate or affiliate of any such director, senior officer or proposed nominee,

who is or has been indebted to the company or its subsidiaries at any time since the beginning of the last completed financial year of the company, state with respect to each such company or subsidiary the largest aggregate amount of indebtedness outstanding at any time during the last complete financial year, the nature of the indebtedness and of the transaction in which it was incurred, the amount thereof presently outstanding, and the rate of interest paid or charged thereon, but no disclosure need be made of routine indebtedness.

1. "routine indebtedness" means indebtedness described in any of the following clauses:

- (a) if an issuer makes loans to employees generally whether or not in the ordinary course of business then loans shall be considered to be routine indebtedness if made on terms, including those as to interest or collateral, no more favourable to the borrower than the terms on which loans are made by the issuer to employees generally, but the amount at any time remaining unpaid under such loans to any one director, senior officer or proposed nominee together with his or her associates or affiliates that are treated as routine indebtedness under this clause (a) shall not exceed \$25,000;
- (b) whether or not the issuer makes loans in the ordinary course of business, a loan to a director or senior officer shall be considered to be routine indebtedness if
 - (i) the borrower is a full time employee of the issuer,
 - (ii) the loan is fully secured against the residence of the borrower, and
 - (iii) the amount of the loan does not exceed the annual salary of the borrower;
- (c) where the issuer makes loans in the ordinary course of business, a loan shall be considered to be routine indebtedness if made to a person or company other than a full-time employee of the issuer, and if the loan
 - (i) is made on substantially the same terms, including those as to interest rate and collateral, as were available when the loan was made to other customers of the issuer with comparable credit ratings, and
 - (ii) involves no more than usual risks of collectibility; and
- (d) indebtedness arising by reason of purchases made on usual trade terms or of ordinary travel or expense advances, or for similar reason shall be considered to be routine indebtedness

ITEM 8—Interest of Insiders in Material Transactions:

Where not previously disclosed in an information circular, describe briefly, and where practicable, state the approximate amount of any material interest, direct or indirect, of any insider of the reporting issuer, any proposed nominee for election as a director of the reporting issuer or any associate or affiliate of such insider or proposed nominee in any transaction since the commencement of the reporting issuer's last financial year or in any proposed transaction which has materially affected or would materially affect the reporting issuer or any of its subsidiaries.

INSTRUCTIONS:

1. Give a brief description of the material transaction. State the name and address of each person or company whose interest in any transaction is described and the nature of the relationship by reason of which the interest is required to be described.
2. As to any transaction involving the purchase or sale of assets by or to the reporting issuer or any subsidiary, otherwise than in the ordinary course of business, state the cost of the assets to the purchaser and the cost of the assets to the seller if acquired by the seller within two years prior to the transaction.
3. This Item does not apply to any interest arising from the ownership of securities of the reporting issuer where the securityholder receives no extra or special benefit or advantage not shared on a proportionate basis by all holders of the same class of securities or by all holders of the same class of securities who are resident in Canada.
4. Information shall be included as to any material underwriting discounts or commissions upon the sale of securities by the reporting issuer where any of the specified persons or companies was or is to be an underwriter who was or is to be in contractual relationship with the reporting issuer with respect to securities of the reporting issuer or is an associate or affiliate of a person or company that was or is to be such an underwriter.
5. No information need be given an answer to this Item as to any transaction or any interest therein where,
 - (a) the rates or charges involved in the transaction are fixed by law or determined by competitive bids;
 - (b) the interest of the specified person or company in the transaction is solely that of director of another person or company that is a party to the transaction;
 - (c) the transaction involves services as a bank listed in Schedule I or II to the *Bank Act* (Canada) or other depository of funds, transfer agent, registrar, trustee under a trust indenture or other similar services; or
 - (d) the transaction does not directly or indirectly, involve remuneration for services, and
 - (i) the interest of the specified person or company arose from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another person or company that is a party to the transaction,

- (ii) the transaction is in the ordinary course of business of the reporting issuer or its subsidiaries, and
- (iii) the amount of the transaction or series of transactions is less than 10 per cent of the total sales or purchases, as the case may be, of the reporting issuer and its subsidiaries for the last financial year.

6. Information shall be furnished in answer to this Item with respect to transactions not excluded above which involve remuneration, directly or indirectly, to any of the specified persons or companies for services in any capacity unless the interest of the person or company arises solely from the beneficial ownership, direct or indirect, of less than 10 per cent of any class of voting securities of another person or company furnishing the services to the reporting issuer or its subsidiaries.

ITEM 9—Appointment of Auditor:

If action is to be taken with respect to the appointment of an auditor, name the auditor of the reporting issuer. If the auditor was first appointed within the last five years, state the date when the auditor was first appointed.

ITEM 10—Management Contracts:

Where management functions of the reporting issuer or any subsidiary are to any substantial degree performed by a person or company other than the directors or senior officers of the reporting issuer or subsidiary:

- (i) give details of the agreement or arrangement under which the management functions are performed, including the name and address of any person or company who is a party to the agreement or arrangement or who is responsible for performing the management functions;
- (ii) give the names and home addresses in full or, alternatively, solely the municipality of residence or postal address, of the insiders of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement and, if the following information is known to the directors or senior officers of the reporting issuer, give the names and addresses of any person or company that would be an insider of any person or company with which the reporting issuer or subsidiary has any such agreement or arrangement if the person or company were a reporting issuer;
- (iii) with respect to any person or company named in answer to paragraph (i) state the amounts paid or payable by the reporting issuer and its subsidiaries to the person or company since the commencement of the last financial year and give particulars; and
- (iv) with respect to any person or company named in answer to paragraph (i) or (ii) and their associates or affiliates, give particulars of,
 - (a) any indebtedness of the person or company, associate or affiliate to the reporting issuer or its subsidiaries that was outstanding, and
 - (b) any transaction or arrangement of the person or company, associate or affiliate with the reporting issuer or subsidiary,

at any time since the commencement of the reporting issuer's last financial year.

INSTRUCTIONS:

1. In giving the information called for by this Item, it is not

necessary to refer to any matter that in all the circumstances is of relative insignificance.

2. In giving particulars of indebtedness, state the largest aggregate amount of indebtedness outstanding at any time during the period, the nature of the indebtedness and of the transaction in which it was incurred, the amount of the indebtedness presently outstanding and the rate of interest paid or charged on the indebtedness.

3. It is not necessary to include as indebtedness amounts due from the particular person or company for purchases subject to usual trade terms, for ordinary travel and expense advances and for other like transactions.

ITEM 11—Particulars of Matters to be Acted Upon:

If action is to be taken on any matter to be submitted to the meeting of securityholders other than the approval of financial statements, the substance of the matter, or related groups of matters, should be briefly described, except to the extent described pursuant to the foregoing items, in sufficient detail to permit securityholders to form a reasoned judgement concerning the matter. Without limiting the generality of the foregoing, such matters include alterations of share capital, charter amendments, property acquisitions or dispositions, amalgamations, mergers or reorganizations. Where a reorganization or similar restructuring is involved, reference should be made to a prospectus form or issuer bid form for guidance as to what is material.

If the matter is one that is not required to be submitted to a vote of securityholders, the reasons for submitting it to securityholders should be given and a statement should be made as to what action is intended to be taken by management in the event of a negative vote by the securityholders. R.R.O. 1980, Reg. 910, Form 30; O. Reg. 420/85, s. 6.

Form 31

Securities Act

NOTICE OF INTENTION TO MAKE AN ISSUER BID

ITEM 1—Name of Issuer

ITEM 2—Securities Sought:

State the class and number of securities or principal amount of debt securities sought.

ITEM 3—Time Period:

State, where known, the dates on which the issuer bid will commence and close.

ITEM 4—Method of Acquisition:

State the method by which the securities will be acquired.

ITEM 5—Consideration Offered:

State the consideration to be offered.

ITEM 6—Payment for Securities:

State the particulars of the method and time of payment of the consideration.

ITEM 7—Reasons For Bid:

State the purpose and business reasons for the issuer bid.

ITEM 8—Acceptance of Bid:

State the names of every director and every senior officer of the issuer who intends to accept the issuer bid and, where their intention to accept the bid is known after reasonable enquiry, state the names of,

- (a) every associate of every director and senior officer of the issuer;
- (b) every person and every company holding 10 per cent or more of any class of equity securities of the issuer; and
- (c) every person and every company acting jointly or in concert with the issuer,

who intends to accept the bid.

ITEM 9—Benefits from Bid:

State the direct or indirect benefits to any of the persons or companies named in Item 8 of accepting or refusing to accept the issuer bid.

ITEM 10—Material Changes in the Affairs of Issuer:

Disclose the particulars of any plans or proposals for material changes in the affairs of the issuer, including for example, any contract or agreement under negotiation, any proposal to liquidate the issuer, to sell, lease or exchange all or a substantial part of its assets, to amalgamate it with any other business organization, or to make any material changes in its business, corporate structure (debt or equity), management or personnel.

ITEM 11—Signature:

This notice must be signed by a director or senior officer of the issuer duly authorized to sign.

ITEM 12—Date of Notice O. Reg. 374/87, s. 5, *part*.**Form 32***Securities Act***TAKE-OVER BID CIRCULAR****ITEM 1—Name of Offeror****ITEM 2—Name of Offeree Issuer****ITEM 3—Securities Subject to Bid:**

State the class of securities that are the subject of the bid and a description of the rights of the holders of any other class of securities that have a right to participate in the offer.

ITEM 4—Ownership of Securities of Offeree Issuer:

State the number, designation and percentage of outstanding securities of any class of securities of the offeree issuer owned or over which control or direction is exercised by the offeror and by each director and senior officer of the offeror, and, where known after reasonable enquiry, by,

- (a) each associate of a director or senior officer of the offeror;
- (b) any person or company holding more than 10 per cent of any class of equity securities of the offeror; and
- (c) any person or company acting jointly or in concert with the offeror,

or, in each case where none are so owned, directed or controlled, a statement to that effect.

ITEM 5—Trading in Securities of Offeree Issuer:

State, where known after reasonable inquiry has been made, the number and designation of any securities of the offeree issuer traded by the persons or companies referred to in Item 4 during the six-month period preceding the date of the take-over bid, including the purchase or sale price and the date of each such transaction. If no such securities were traded, so state.

ITEM 6—Commitments to Acquire Securities of Offeree Issuer:

Disclose all commitments made by the offeror, and, where known after reasonable enquiry, by the persons and companies referred to in Item 4 to acquire equity securities of the offeree issuer, and the terms and conditions of any such commitments.

ITEM 7—Terms and Conditions Bid:

State the terms of the take-over bid. State, where the obligation of the offeror to take up and pay for securities under the take-over bid is conditional, the particulars of each condition.

ITEM 8—Payment for Deposited Securities:

State the particulars of the method and time of payment of the cash or other consideration to be paid for the securities of the offeree issuer.

ITEM 9—Right to Withdraw Deposited Securities:

Describe the withdrawal rights of the securityholders of the offeree issuer under the bid. State that notice of withdrawal of securities deposited must be given in a manner that provides the depositary designated under the bid with a written or printed copy and must be actually received by the depositary.

ITEM 10—Arrangements to Pay for Deposited Securities:

State the source of any funds to be used for payment and, if such funds are to be borrowed, the terms of the loan, the circumstances under which it must be repaid and the proposed method of repayment.

ITEM 11—Trading in the Securities to be Acquired:

State the principal market or markets for the securities of the offeree issuer sought to be acquired pursuant to the take-over bid and indicate any change in a principal market that is planned following the bid, including but not limited to listing or de-listing on a stock exchange. Furnish, where reasonably ascertainable, a summary showing in reasonable detail the volume or trading and price range of the securities in the six-month period preceding the date of the take-over bid. State the date that the take-over bid to which this circular relates was announced to the public and the market price of the securities immediately before such announcement.

ITEM 12—Arrangements Between the Offeror and the Directors and Officers or Offeree Issuer:

State the particulars of any arrangement or agreement made or proposed to be made between the offeror and any of the directors or senior officers of the offeree issuer, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to their remaining in or retiring from office, if the take-over bid is successful.

ITEM 13—Material Changes in Affairs of Offeree Issuer:

State the particulars of any information known to the offeror that indicates any material change in the affairs of the offeree issuer since the date of the last published interim or annual financial statement of the offeree issuer.

ITEM 14—Valuation:

Where a valuation is provided pursuant to a legal requirement or otherwise,

- (a) include a summary of the valuation disclosing the basis of computation, scope of review, relevant factors and their values, and the key assumptions on which the valuation is based; and
- (b) advise where copies of the valuation are available for inspection and state that a copy of the valuation will be sent to any registered holder of securities of the offeree issuer sought to be acquired upon payment of a charge sufficient to cover copying and postage.

ITEM 15—Securities of an Offeror or Other Issuer to be Exchanged for Securities of Offeree Issuer:

- (1) Where a take-over bid provides that the consideration for the securities of the offeree issuer is to be, in whole or in part, securities of an offeror or other issuer, include the information prescribed by the form of prospectus appropriate for the offeror or issuer whose securities are being offered in exchange for the securities of the offeree issuer.
- (2) Where the form of prospectus so requires, include the financial statements of the offeror or other issuer required to be included in such prospectus, including, where the consideration is securities of the offeror,
 - (a) a *pro forma* balance sheet and income statement of the offeror giving effect to the exchange of securities as at the date of the most recent balance sheet of the offeror that is included in the circular based on the information in the most recent audited financial statements of the offeree issuer;
 - (b) a description of the basis of preparation of the *pro forma* financial statements; and
 - (c) the basic and fully diluted earnings per share based on the *pro forma* financial statements.
- (3) State the particulars of any information known to the offeror that indicates any material change in the affairs of the offeror or other issuer since the date of the last published interim or annual financial statement of the offeror or other issuer.

ITEM 16—Right of Appraisal and Acquisition:

State any rights of appraisal the securityholders of the offeree issuer have under the laws governing the offeree issuer and state whether or not the offeror intends to exercise any right of acquisition the offeror may have.

ITEM 17—Market Purchases or Securities:

State whether or not the offeror intends to purchase in the market securities that are the subject of the take-over bid.

ITEM 18—Material Changes in the Affairs of Offeree Issuer:

Disclose the particulars of any plans or proposals of the offeror for material changes in the affairs of the offeree issuer, including for example, any proposal to liquidate the issuer, to sell, lease or exchange all or a substantial part of its assets, to amalgamate it with any other business organization or to

make any material changes in its business, corporate structure (debt or equity), management or personnel.

ITEM 19—Other Material Facts:

Describe,

- (a) any material facts concerning the securities of the offeree issuer; and
- (b) any other matter not disclosed in the foregoing that has not previously been generally disclosed and is known to the offeror but which would reasonably be expected to affect the decision of the securityholders of the offeree issuer to accept or reject the offer.

ITEM 20—Judicial Developments:

Where the take-over bid is an insider bid or where the offeror anticipates that a going private transaction will follow the take-over bid, include reference to recent legal developments, if any, relating to the type of transaction or proposed transaction.

ITEM 21—Disclosure in Accordance with Form 33:

In the case of a take-over bid to which Item 20 applies, include the disclosure required by Form 33, appropriately modified.

ITEM 22—Approval of Take-Over Bid Circular:

Where the take-over bid is made by or on behalf of an offeror that has directors as defined in the Act, state that the contents of the take-over bid circular have been approved by its board of directors and that the sending of the take-over bid circular to the securityholders of the offeree issuer has been authorized by its board of directors.

ITEM 23—Solicitations:

Disclose any person or company retained by or on behalf of the offeror to make solicitations in respect of the bid and the particulars of the compensation arrangements.

ITEM 24—Certificate:

Include a certificate in the following form signed, where the take-over bid is made by or on behalf of a person or company, other than an individual, by the chief executive officer, the chief financial officer and on behalf of the board of directors, by any two directors of the person or company other than the foregoing, all duly authorized to sign* and, where the take-over bid is made by or on behalf of an individual, by the individual:

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

*Where the person or company has fewer than four directors and senior officers, the certificate must be signed by all of them.

ITEM 25—Date of Take-Over Bid Circular O. Reg. 374/87, s. 5, *part.*

Form 33

Securities Act

ISSUER BID CIRCULAR

ITEM 1—Name of Issuer

ITEM 2—Securities Sought:

State the class and number of securities or principal amount of debt securities sought.

ITEM 3—Time Period:

State the dates on which the issuer bid will commence and close.

ITEM 4—Method of Acquisition:

State the method by which the securities will be acquired.

ITEM 5—Consideration Offered:

State the consideration to be offered.

ITEM 6—Payment for Deposited Securities:

State the particulars of the method and time of payment of the consideration.

ITEM 7—Right to Withdraw Deposited Securities:

Describe the rights to withdraw securities deposited pursuant to the bid. State that notice of withdrawal of securities deposited must be given in a manner that provides the depository designated under the bid with a written or printed copy and must be actually received by the depository.

ITEM 8—Source of Funds:

State the source of any funds to be used for payment and, if such funds are to be borrowed, the terms of the loan, the circumstances under which it must be repaid and the proposed method of repayment.

ITEM 9—Participation:

Where the issuer bid is for less than all of the outstanding securities of that class, state that if a greater number or principal amount of the securities are tendered than the issuer is bound or willing to take up and pay for, the issuer will take up proportionately, disregarding fractions, according to the number or principal amount of the securities tendered.

ITEM 10—Reasons for Bid:

State the purpose and business reasons for the issuer bid, and if it is anticipated that the issuer bid will be followed by a going private transaction, describe the proposed transaction.

ITEM 11—Trading in Securities to be Acquired:

Furnish, where reasonably ascertainable, a summary showing,

- (a) the name of each stock exchange or other principal market on which the securities sought are traded;
- (b) in reasonable detail for the twelve months preceding the date of the issuer bid, the volume of trading and price range of the class of the securities sought, or in the case of debt securities the prices quoted, on each principal market; and

- (c) the date that the issuer bid to which the circular relates was announced to the public and the market price of the securities of the issuer immediately before such announcement.

Indicate any change in a principal market or markets that is planned following the bid.

ITEM 12—Ownership of Securities of Issuer:

State the number, designation and the percentage of outstanding securities of any class of securities of the issuer owned or over which control or direction is exercised by each director and senior officer of the issuer, and, where known after reasonable enquiry, by,

- (a) each associate of a director or senior officer of the issuer;
- (b) any person or company holding more than 10 per cent of any class of equity securities of the issuer; and
- (c) any person or company acting jointly or in concert with the issuer,

or, in each case where none are so owned, directed or controlled, a statement to that effect.

ITEM 13—Commitments to Acquire Securities of Issuer:

Disclose all commitments made by the issuer and, where known after reasonable enquiry, by the persons and companies referred to in Item 12, to acquire equity securities of the issuer, and the terms and conditions of any such commitments.

ITEM 14—Acceptance of Bid:

Where known after reasonable inquiry, state the name of every person and company named in Item 12 who proposes to tender or accept the issuer bid and the number of securities in respect of which the person or company proposes to accept the bid.

ITEM 15—Benefits from Bid:

State the direct or indirect benefits to any of the persons or companies named in Item 12 of accepting or refusing to accept the issuer bid.

ITEM 16—Material Changes in the Affairs of Issuer:

Disclose the particulars of any plans or proposals for material changes in the affairs of the issuer, including, for example, any contract or agreement under negotiation, any proposal to liquidate the issuer, to sell, lease or exchange all or a substantial part of its assets, to amalgamate it with any other business organization or to make any material changes in its business, corporate structure (debt or equity), management or personnel.

ITEM 17—Other Benefits to Insiders, Affiliates and Associates:

If any material changes or subsequent transactions are contemplated, as described in Item 10 or 16, state if known, any specific benefit, direct or indirect, as a result of such changes or transactions to any of the persons or companies named in Item 12.

ITEM 18—Arrangements Between Issuer and Securityholder:

Provide the details of any contract, arrangement or understanding, formal or informal, between the issuer and,

- (a) any securityholder of the issuer with respect to the issuer bid; and

- (b) any person or company with respect to any securities of the issuer in relation to the issuer bid.

ITEM 19—Previous Purchases and Sales:

State the number and designation of any securities of the issuer purchased or sold by the issuer excluding securities purchased or sold pursuant to the exercise of employee stock options, warrants and conversion rights during the twelve months preceding the date of the issuer bid including the purchase or sale price, the date and purpose of each transaction.

ITEM 20—Financial Statements:

- (1) If the most recently available interim financial statements have not been delivered to securityholders of the issuer, include the interim financial statements. If interim financial statements are not included, include a statement that the most recent interim financial statements will be sent without charge to anyone requesting them.
- (2) Where interim financial statements are included, include a report of the chief financial officer of the offeree issuer, stating whether in the opinion of the chief financial officer, the financial statements present fairly the financial position of the offeree issuer and the results of its operations for the period under review.

ITEM 21—Valuation:

Where a valuation is provided pursuant to a legal requirement or otherwise,

- (a) include a summary of the valuation disclosing the basis of computation, scope of review, relevant factors and their values, and the key assumptions on which the valuation is based; and
- (b) advise where copies of the valuation are available for inspection and state that a copy of the valuation will be sent to any registered securityholder upon payment of a nominal charge sufficient to cover printing and postage.

ITEM 22—Securities of Issuer to be Exchanged for Others:

Where an issuer bid provides that the consideration for the securities of the issuer is to be, in whole or in part, different securities of an issuer, include the information prescribed for the form of prospectus appropriate for the issuer.

ITEM 23—Approval of Bid:

State that the issuer bid circular has been approved by the issuer's board of directors, disclosing the name of any director of the issuer who has informed the board of directors in writing of his or her opposition to the issuer bid.

Where the issuer bid is part of a transaction or to be followed by a transaction required to be approved by minority securityholders, state the nature of the approval required.

ITEM 24—Previous Distribution:

If the securities of the class subject to the issuer bid were distributed during the five years preceding the bid, state the distribution price per share and the aggregate proceeds received by the issuer or selling securityholder.

ITEM 25—Dividend Policy:

State the frequency and amount of dividends with respect to shares of the issuer during the two years preceding the date of the issuer bid, any restrictions on the issuer's ability to pay dividends and any plan or intention to declare a dividend or to alter the dividend policy of the issuer.

ITEM 26—Tax Consequences:

Provide a general description of the consequences of the issuer bid under the *Income Tax Act* (Canada) to the issuer and to the securityholders of any class affected.

ITEM 27—Expenses of Bid:

Provide a statement of the expenses incurred or to be incurred in connection with the issuer bid.

ITEM 28—Judicial Developments:

Include reference to recent legal developments if any, relating to the type of transaction or proposed transaction.

ITEM 29—Other Material Facts:

Describe,

- (a) any material facts concerning the securities of the issuer; and
- (b) any other matter not disclosed in the foregoing that has not previously been generally disclosed and is known to the issuer but which would reasonably be expected to affect the decision of the securityholders of the issuer to accept or reject the offer.

ITEM 30—Solicitations:

Disclose any person or company retained by or on behalf of the issuer to make solicitations in respect of the bid and the particulars of the compensation arrangements.

ITEM 31—Certificate:

Include a certificate in the following form signed by the chief executive officer and the chief financial officer of the issuer, and on behalf of the board of directors, by any two directors of the issuer other than the foregoing, all duly authorized to sign*.

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

*Where the issuer has fewer than four directors and senior officers, the certificate must be signed by all of them.

ITEM 32—Date of Issuer Bid Circular O. Reg. 374/87, s. 5, part.

Form 34

Securities Act

DIRECTORS' CIRCULAR

ITEM 1—Name of Offeror

ITEM 2—Name of Offeree Issuer

ITEM 3—Names of Directors of the Offeree Issuer

ITEM 4—Ownership of Securities of Offeree Issuer:

State the number, designation and the percentage of outstanding securities of any class of securities of the issuer owned or over which control or direction is exercised by each director or senior officer of the issuer, and, where known after reasonable enquiry, by,

- (a) each associate of a director or senior officer of the issuer;

- (b) any person or company holding more than 10 per cent of any class of equity securities of the issuer; and
- (c) any person or company acting jointly or in concert with the issuer,

or, in each case where none are so owned, directed or controlled, a statement to that effect.

ITEM 5—Acceptance of Take-Over Bid:

Where known after reasonable enquiry, state the name of every person or company named in Item 4 who has accepted or intends to accept the offer and the number of securities in respect of which such person or company has accepted or intends to accept the offer.

ITEM 6—Ownership of Securities of Offeror:

Where a take-over bid is made by or on behalf of an offeror that is an issuer, state the number, designation and percentage of outstanding securities of any class of securities of the offeror owned or over which control or direction is exercised by the offeree issuer, by each director and senior officer of the offeree issuer, and, where known after reasonable enquiry, by,

- (a) each associate of a director or senior officer of the offeree issuer;
- (b) any person or company holding more than 10 per cent of any class of equity securities of the offeree issuer; and
- (c) any person or company acting jointly or in concert with the offeree issuer,

or, in each case where none are so owned, directed or controlled, a statement to that effect.

ITEM 7—Relationship Between the Offeror and the Directors and Senior Officers of the Offeree Issuer:

State the particulars of any arrangement or agreement made or proposed to be made between the offeror and any of the directors or senior officers of the offeree issuer, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to their remaining in or retiring from office if the take-over bid is successful. State also whether any directors or senior officers of the offeree issuer are also directors or senior officers of the offeror or any subsidiary of the offeror and identify such persons.

ITEM 8—Agreement Between Offeree Issuer and Officers and Directors:

State the particulars of any arrangement or agreement made or proposed to be made between the offeree issuer and any of the directors or senior officers of the offeree issuer pursuant to which a payment or other benefit is to be made or given by way of compensation for loss of office or as to their remaining in or retiring from office if the take-over bid is successful.

ITEM 9—Interests of Directors and Senior Officers of the Offeree Issuer in Material Contracts of the Offeror:

State whether any director or senior officer of the offeree issuer and their associates and, where known to the directors or senior officers after reasonable inquiry, whether any persons or company who owns more than 10 per cent of any class of equity securities of the offeree issuer for the time being outstanding has any interest in any material contract to which the offeror is a party, and if so, state particulars of the nature and extent of such interest.

ITEM 10—Trading by Directors and Officers:

- (1) State the number of securities of the offeree issuer traded, the purchase or sale price and the date of each transaction during the six-month period preceding the date of the directors' circular by the offeree issuer and each director and senior officer of the offeree issuer, and, where known after reasonable enquiry, by,
 - (a) each associate of a director or senior officer of the offeree issuer;
 - (b) any person or company holding more than 10 per cent of a class of equity securities of the offeree issuer; and
 - (c) any person or company acting jointly or in concert with the offeree issuer.
- (2) Disclose the number and price of securities of the offeree issuer of the class of securities subject to the bid or convertible into securities of that class that have been issued to the directors and senior officers of the issuer during the two-year period preceding the date of the circular.

ITEM 11—Additional Information:

If any information required to be disclosed by the take-over bid circular prepared by the offeror has been presented incorrectly or is misleading, supply any additional information within the knowledge of the offeree issuer which would make the information in the circular correct or not misleading.

ITEM 12—Material Changes in the Affairs of Offeree Issuer:

State the particulars of any information known to any of the directors or senior officers of the offeree issuer that indicate any material change in the affairs of the offeree issuer since the date of the last published interim or annual financial statement of the offeree issuer.

ITEM 13—Other Information:

State the particulars of any other information not disclosed in the foregoing but known to the directors which would reasonably be expected to affect the decision of the securityholders of the offeree issuer to accept or reject the offer.

ITEM 14—Recommending Acceptance or Rejection of Bid:

Include either a recommendation to accept or reject the take-over bid and the reasons for such recommendation or a statement that the board of directors is unable to make or is not making a recommendation and if no recommendation is made, the reasons for not making a recommendation. Where a board of directors of an offeree issuer is considering recommending acceptance or rejection of a take-over bid at the time of sending a directors' circular, state that fact and, if desired, advise the securityholders of the offeree issuer not to tender their securities until a further communication is received from the directors.

ITEM 15—Response of Offeree Issuer:

- (1) Describe any transaction, board resolution, agreement in principle or signed contract of the offeree issuer in response to the bid.
- (2) Disclose whether there are any negotiations underway in response to the bid which relate to or would result in,
 - (a) an extraordinary transaction such as a merger or reorganization involving the offeree issuer or a subsidiary;
 - (b) the purchase, sale or transfer of a material amount of assets by the offeree issuer or a subsidiary;

- (c) an issuer bid for or other acquisition of securities by or of the offeree issuer; or
- (d) any material change in the present capitalization or dividend policy of the offeree issuer.

If there is an agreement in principle, give full particulars.

ITEM 16—Approval of Directors' Circular:

State that the contents of the directors' circular have been approved by the directors of the offeree issuer and that the delivery of the directors' circular has been authorized by the directors of the offeree issuer.

ITEM 17—Financial Statements:

Where unaudited financial statements of the offeree issuer are included in a directors' circular, include a report of the chief financial officer of the offeree issuer, stating whether in the opinion of the chief financial officer the financial statements present fairly the financial position of the offeree issuer and the results of its operations for the period under review.

ITEM 18—Certificate:

Include a certificate in the following form signed by two directors of the issuer, duly authorized to sign on behalf of the board:

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

ITEM 19—Date of Directors' Circular O. Reg. 374/87, s. 5, *part*.

Form 35

Securities Act

DIRECTOR'S OR OFFICER'S CIRCULAR

ITEM 1—Name of Offeror

ITEM 2—Name of Offeree Issuer

ITEM 3—Name of Director or Officer of Offeree Issuer

ITEM 4—Ownership of Securities of Offeree Issuer:

State the number, designation and percentage of outstanding securities of any securities of the offeree issuer owned or over which control or direction is exercised by the director or officer and, where known after reasonable enquiry, by the associates of the director or officer or, in each case where none is so owned, a statement to that effect.

ITEM 5—Acceptance of Bid by Director or Officer:

State whether the director or officer of the offeree issuer and whether any associate of such director or officer whose acceptance is known to the director or officer, after reasonable inquiry, has accepted or intends to accept the offer in respect of any securities of the offeree issuer sought to be acquired, and state the number of the securities in respect of which the director or officer, or where known, any associate, has accepted or intends to accept the offer.

ITEM 6—Securities of Offeror Owned by Director or Officer:

Where a take-over bid is made by or on behalf of an issuer, state the number, designation and percentage of outstanding securities of any securities of the offeror owned or over which control or direction is exercised by the director or officer, or,

where known after reasonable inquiry, by the associates of such director or officer.

ITEM 7—Arrangements between Offeror and Director or Officer:

State the particulars of any arrangement or agreement made or proposed to be made between the offeror and the director or officer, including particulars of any payment or other benefit proposed to be made or given by way of compensation for loss of office or as to the director's or officer's remaining in or retiring from office if the take-over bid is successful. State whether the director or officer is also a director or senior officer of the offeror or any subsidiary of the offeror.

ITEM 8—Arrangements between Offeree Issuer and Director or Officer:

State the particulars of any arrangement or agreement made or proposed to be made between the offeree issuer and the director or officer pursuant to which a payment or other benefit is to be made or given by way of compensation for loss of office or as to his or her remaining in or retiring from office if the take-over bid is successful.

ITEM 9—Interests of Director or Officer in Material Contracts of Offeror:

State whether or not the director or officer or the associates of the director or officer have any interest in any material contract to which the offeror is a party, and if so, particulars of the nature and extent of such interest.

ITEM 10—Additional Information:

If any information required to be disclosed by the take-over bid circular prepared by the offeror has been presented incorrectly or is misleading, supply any additional information within the knowledge of the director or officer which would make the information in the circular correct or not misleading.

ITEM 11—Material Changes in the Affairs of Offeree Issuer:

State the particulars of any information known to the director or officer that indicates any material change in the affairs of the offeree issuer since the date of the last published interim or annual financial statement of the offeree issuer and not previously generally publicly disclosed or in the opinion of the director or officer not adequately disclosed in the take-over bid circular or directors' circular.

ITEM 12—Other Information:

State the particulars of any other information not disclosed in the foregoing but known to the director or officer which would reasonably be expected to affect the decision of the securityholders of the offeree issuer to accept or reject the offer.

ITEM 13—Recommendation:

State the recommendation of the director or officer and the reasons for the recommendation.

ITEM 14—Certificate:

Include a certificate in the following form signed by or on behalf of each director or officer sending the circular.

"The foregoing contains no untrue statement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made."

ITEM 15—Date of Director's or Officer's Circular O. Reg. 374/87, s. 5, *part*.

Form 36

Securities Act

INSIDER REPORT

1. IDENTIFICATION OF THE REPORTING ISSUE (BLOCK LETTERS)

NAME _____ **PAGE NO.** _____
DATE _____

2. MEMBER DATA

DATE	MONTH	YEAR	DATE	MONTH	YEAR	DATE	MONTH	YEAR
DATE OF LAST ANNUAL REPORT OR INTERIM REPORT IF AVAILABLE, YOU MAY USE ANY DATE INDICATED BY THE COMPANY			DATE OF LAST ANNUAL REPORT OR INTERIM REPORT IF AVAILABLE, YOU MAY USE ANY DATE INDICATED BY THE COMPANY			DATE OF LAST ANNUAL REPORT OR INTERIM REPORT IF AVAILABLE, YOU MAY USE ANY DATE INDICATED BY THE COMPANY		

D. IDENTIFICATION OF THE INSIDER (BLOCK LETTERS)

[illegible]

1. JURISDICTIONS) WHERE THE ISSUER IS A REPORTING ISSUER ON THE EQUIVALENT

ALBERTA	<input type="checkbox"/>	MANITOBA	<input type="checkbox"/>
BANK ACT (CANADA)	<input type="checkbox"/>	ONTARIO	<input type="checkbox"/>
BRITISH COLUMBIA	<input type="checkbox"/>	QUÉBEC	<input type="checkbox"/>
CRCA	<input type="checkbox"/>	SASKATCHEWAN	<input type="checkbox"/>
OTHERS		<input type="checkbox"/>	

8. INDETER HOLDINGS AND CHANGES (IF INITIAL REPORT COMPLETE COLUMNS (A), (D), (E) AND (F) ONLY, AND LIST SECURITIES OF ALL CLASSES HELD

[illegible]

5. RETURN

Downloaded At: 11:53 11 September 2009

7. SUMMARY

ISSUING OFFICE LETTERS	Signature	DATE OF THE REPORT	DATE	MO	DAY	YEAR

O. Reg. 19/87, s. 4, *part.*

INSTRUCTIONS

— A nil report is not required in Alberta, Manitoba, Ontario, Québec, Saskatchewan, or under federal legislation (CBCA and the Bank Act).

1. Identification of the reporting issuer

Provide the full legal name of the reporting issuer. Use a separate report for each reporting issuer.

2. Insider data

Indicate the relationship(s) with the reporting issuer (see List of Codes). If more than one, indicate all applicable Codes.

Specify the date of last report filed and if it is a first (initial) report, the date on which the holder became an insider.

3. Identification of the insider

Provide the following information about the insider: name, address, business telephone number, insider number and CUSIP number (corporate insider) if applicable.

Insider Report forms in English and French are available from the Ontario, Québec, Manitoba and federal jurisdictions.

Note: If you are a corporate insider in the province of Québec, you will receive correspondence in French. Individuals from the province of Québec will receive, upon request, correspondence in English.

4. Jurisdiction

Indicate each jurisdiction where the issuer is a reporting issuer.

5. Insider holdings and changes

Show direct and indirect holdings separately.

Where a transaction is reported, both direct and indirect holdings of that class of securities must be shown.

For first (initial) report complete only:

- (A) designation of class of securities held,
- (D) present balance of class of securities held,
- (E) nature of ownership (see List of Codes),
- (F) identification of the registered holder where ownership is indirect.

If shares were purchased while insider complete all sections.

- (A) Provide a designation of the securities traded sufficient to identify the class, including yield, series, maturity.
- (B) Provide the number of securities, or in the case of debt securities, the aggregate value, of the class held, directly and indirectly, before the transaction that is being reported.
- (C) Provide for each transaction:
 - the date of the transaction,
 - the nature of the transaction (see List of Codes);
 - the number of securities acquired or disposed of, or in the case of debt securities, the aggregate value;
 - the unit price paid or received on the day of the transaction, excluding the commission,
 - if the report is in American dollars, check the space under "\$ US".
- (D) Provide the number, or in the case of debt securities, the aggregate value, of the class held, directly and indirectly, after the transaction that is being reported.
- (E) Indicate the nature of ownership of the class of securities held (see List of Codes).
- (F) For securities that are indirectly held, identify the registered holder.

6. Remarks

Add any explanation necessary to the clear understanding of the report.

If space provided for any item is insufficient, additional sheets may be used. Additional sheets must be cross-referenced to the item and properly identified and signed.

Office staff is not permitted to alter, delete, or change a report.

7. Signature and filing

The report must be signed and dated.

Two copies of the report must be received by each jurisdiction in which it is filed within the time limits prescribed by the laws of that jurisdiction. See addresses below.

One of the two copies must be manually signed.

If the report is filed on behalf of a company, partnership, trust or other entity, the name of the company or other entity shall appear in printed form immediately following the signature. In the case of a company, there shall be filed with each jurisdiction in which the report is filed a certified copy of the resolution or by-law authorizing such person or persons to file. If the report is signed on behalf of an individual by an agent, there shall be filed with each jurisdiction in which the report is filed a duly completed power of attorney. The name of each individual signing a report shall be typed or printed legibly.

LIST OF CODES

Relationship with reporting issuer (Box no. 2)

Reporting issuer which has acquired securities issued by itself (or by any of its affiliates - CBCA)	1
Subsidiary of the reporting issuer	2
Security holder who beneficially owns or who exercises control or direction over more than 10% of the securities of the reporting issuer (Bank Act and Québec - 10% of a class of shares) to which are attached voting rights or an unlimited right to a share of the profits and in its assets in case of winding-up	3
Director of a reporting issuer	4
Senior officer of a reporting issuer	5
Director or senior officer of a security holder referred to in 3	6
Director or senior officer of an affiliate (Bank Act and Québec - subsidiary) of the reporting issuer, other than in 4, 5 and 6	7
Deemed insider under the Canada Business Corporations Act or the Bank Act.	8

Nature of the transaction (Box no. 5 (C))

Purchase or sale carried out in the market, excluding the exercise of an option	10
Purchase or sale carried out privately	20
Acquisition or disposition pursuant to a take-over bid	22
Change in the nature of ownership	25
Acquisition or disposition under a plan	30
Stock dividend	35
Purchase or sale of a call option	40
Purchase or sale of a put option	45
Expiration of an option	46
Acquisition or disposition by gift	50
Acquisition by inheritance or disposition by bequest	55
Short sale	60
Exercise of warrants	70
Exercise of rights	75
Exercise of options	76
Conversion or exchange	78
Capital reorganization	82
Stock split or consolidation	84
Redemption - cancellation	85
Issuer bid	87
Compensation for property	90
Compensation for services	95
Grant of options	96
Other than referred to above (please explain in Remarks)	97
Correction of information (amended report)	99

Nature of ownership (Box no. 6 (E))

Direct ownership	0
Indirect ownership (identify the registered holder)	1

Alberta Securities Commission
21st Floor
10025 Jasper Avenue
Edmonton, Alberta
T5J 3Z5

Commission des valeurs
mobilières du Québec
C.P. 246, Tour de la Bourse
Montréal, Québec
H4Z 1G3

Inspector General of Banks
Department of Finance
Ottawa, Ontario
K1A 0G5

Ontario Securities Commission
Suite 1800, Box 55
20 Queen Street West
Toronto, Ontario
M5H 3S8

British Columbia Securities
Commission
1200 865 Hornby Street
Vancouver, British Columbia
V6Z 2H4

The Director, Corporations Branch
Consumer and Corporate
Affairs Canada
Place du Portage
Ottawa, Hull
K1A 0C9

The Manitoba Securities
Commission
1128-405 Broadway
Winnipeg, Manitoba
R3C 3L6

Saskatchewan Securities
Commission
8th Floor
1914 Hamilton Street
Regina, Saskatchewan
S4P 3V7

Form 37*Securities Act***REPORT BY A REGISTERED OWNER OF SECURITIES
BENEFICIALLY OWNED BY AN INSIDER**

NOTE: THIS REPORT IS ONLY REQUIRED WHERE:

1. VOTING SECURITIES ARE TRANSFERRED INTO THE NAME OF A PERSON OR COMPANY OTHER THAN THE BENEFICIAL OWNER:
2. THE PERSON OR COMPANY KNOWS THAT:
 - (a) THEY ARE BENEFICIALLY OWNED BY AN INSIDER, AND
 - (b) THE INSIDER HAS FAILED TO FILE A REPORT OF SUCH OWNERSHIP WITH THE ONTARIO SECURITIES COMMISSION AS REQUIRED BY PART XX OF THE ACT; AND
3. THE TRANSFER WAS NOT FOR THE PURPOSE OF GIVING COLLATERAL FOR A DEBT MADE IN GOOD FAITH.

1. State the relationship between the undersigned and the insider.

2. Certificate (Instruction 1):

The undersigned hereby certifies that:

1. attached as an exhibit is an unexecuted insider trading report in respect of voting securities that are registered in the name of the undersigned but beneficially owned by the insider named in the report, and
2. the report has, in respect of such voting securities, been completed to the best of my information and belief.

Date of Report

Signature (Instruction 2)

Instructions

1. Use as the exhibit the form of report the insider has failed to file as required by Part XXI of the Act. Complete the report only in respect of voting securities. If required information is not known by the person or company completing the attached report mark "Not known" or "Complete information not known".
2. Please print the name and office of the person or company executing this report or on whose behalf this report is executed. R.R.O. 1980, Reg. 910, Form 38.

Form 38*Securities Act***REPORT UNDER SECTION 117 OF THE ACT**

NAME OF THE MUTUAL FUND FOR WHICH THE MANAGEMENT COMPANY PROVIDES SERVICES AND ADVICE

NAME OF THE MANAGEMENT COMPANY

DATE OF THE TRANSACTION

CATEGORY OF THE TRANSACTION (INSTRUCTION 1)

PARTIES TO THE TRANSACTION

NATURE OF THE TRANSACTION (INSTRUCTION 2)

The undersigned hereby certifies that the information given in this report is true and complete in every respect.

Date of the Report

Name of Management Company

By
Signature

Official Capacity

INSTRUCTIONS**INSTRUCTION 1**

Categorize each transaction as being a transaction of purchase and sale of securities between the mutual fund and a related person or company, a transaction of purchase and sale of securities resulting in a related person or company receiving a fee, a loan between the mutual fund and a related person or company or a transaction to which the mutual fund and a related person or company of the mutual fund are joint participants.

INSTRUCTION 2

Where the transaction is categorized as a purchase or sale of securities between the mutual fund and a related person or company, state the issuer of the securities purchased or sold, the class or designation of the securities, the amount or number of securities and the consideration.

Where the transaction is categorized as a purchase or sale of securities resulting in a related person or company receiving a fee, state the issuer of the securities purchased or sold, the class or designation of the securities, the amount or number of the securities, the consideration, the name of the related person or company receiving a fee, the name of the person or company that paid the fee to the related person or company and the amount of the fee received by the related person or company.

Where the transaction is categorized as a loan between the mutual fund and a related person or company, state the name of the lender, the name of the borrower, the amount of money loaned, the terms of the loan and the purpose of the loan.

Where the transaction is categorized as one to which the mutual fund and one or more of its related persons or companies are joint participants, state terms of participation and the purpose of the transaction. R.R.O. 1980, Reg. 910, Form 39.

Form 39*Securities Act***ENDORSEMENT OF WARRANT**

Province of Ontario)
)
)
 (territorial jurisdiction))

Pursuant to subsection 125 (1) of the *Securities Act* and pursuant to application this day made to me, I hereby authorize the execution of this warrant within the said territorial jurisdiction.

Dated this day of 19.....,
 at

.....
 (a Provincial Judge or Justice in
 and for the Province of Ontario)

R.R.O. 1980, Reg. 910, Form 40.

Form 40*Securities Act***STATEMENT OF EXECUTIVE COMPENSATION****ITEM I—General:**

- I.1 For the purposes of this form “executive officer” of an issuer means the chair and any vice-chair of the board of directors of the issuer, where that person performs the functions of such office on a full-time basis, the president, any vice-president in charge of a principal business unit such as sales, finance or production and any officer of the issuer or of a subsidiary who performs a policy-making function in respect of the issuer, whether or not such officer is also a director of the issuer or the subsidiary.
- I.2 An unincorporated issuer, including a mutual fund, that does not itself directly employ officers and the business of which is managed by a manager pursuant to a management contract with the issuer or by a trustee pursuant to a trust indenture, need comply only with Items VI and VII, to the extent those items are applicable.

ITEM II—Cash:

- II.1 State the number of executive officers of the issuer.
- II.2 State the aggregate cash compensation paid to the issuer's executive officers by the issuer and its subsidiaries for services rendered during the most recently completed financial year.
- II.3 For the purposes of subitem II.2,
- (a) cash compensation includes salaries, fees (including directors' fees), commissions and bonuses and, in addition to amounts actually paid during and for the most recently completed financial year, cash compensation includes,
 - (i) bonuses to be paid for services rendered during the most recently completed financial year unless such amounts have not been allocated,
 - (ii) bonuses paid during the most recently completed financial year for services rendered in a previous financial year, and
 - (iii) any compensation other than bonuses earned

during the most recently completed financial year, the payment of which is deferred;

- (b) compensation for a period during which an individual was not then an executive officer shall not be included in the determination of cash remuneration of executive officers; and
- (c) compensation paid during the most recently completed financial year that was disclosed in a filing of a document complying with the requirements of this form or a predecessor thereof in respect of a financial year other than the most recently completed financial year shall not be included.

II.4 At the option of the issuer, the cash compensation figure set out pursuant to subitem II.2 may be broken down into categories such as salaries, fees, commissions and bonuses.

ITEM III—Plans:

- III.1 Describe briefly any plan pursuant to which cash or non-cash compensation was paid or distributed to executive officers during the most recently completed financial year or is proposed to be paid or distributed in a subsequent year and include in the description,
- (a) a summary of how the plan operates;
 - (b) the criteria used to determine amounts payable;
 - (c) the time periods over which the measurement of benefits will be determined;
 - (d) payment schedules;
 - (e) any recent material amendments to the plan;
 - (f) amounts paid or distributed during the most recently completed financial year; and
 - (g) amounts accrued for the group during the most recently completed financial year, inasmuch as the distribution or unconditional vesting of same is not subject to future events.
- III.2 With respect to options to purchase securities granted to executive officers during the most recently completed financial year set out,
- (a) a summary of how the plan operates;
 - (b) the criteria used to determine the number of securities under option;
 - (c) the time periods over which the measurement of benefits will be determined;
 - (d) payment schedules;
 - (e) all recent material amendments to the plan;
 - (f) the number of securities optioned during the most recently completed financial year;
 - (g) the designation and aggregate number of securities under option; and
 - (h) the average per security exercise price (when options with differing terms are granted, the information should be given for each class or type of option) and when such price is less than the market value of the security underlying the option on the date the option is granted, provide the market price on such date.

III.3 With respect to options exercised during the issuer's most

recently completed financial year, provide, with respect to each class or type of option, in addition to the information prescribed by clauses III.2 (a) to (f), the aggregate net value (market value less exercise price at the date of the exercise) of the securities under option.

III.4 For the purposes of this Item,

- (a) compensation pursuant to a plan need be taken into account only to the extent that the plan discriminates in scope, terms or operation in favour of executive officers and is not available to all full-time employees other than those covered by a collective agreement;
- (b) where disclosure of an amount paid or distributed pursuant to a plan is made under clause III.1(f), that amount shall not be included in the cash compensation under Item II;
- (c) amounts paid or distributed that are disclosed under clause III.1(f) shall not include amounts paid or distributed that have been disclosed in a previous filing of a document, other than a prospectus, complying with the requirements of this form under clause III.1(g) as accruing to the group in respect of a financial year other than the most recently completed financial year;
- (d) "options" includes all options, share purchase warrants or rights other than those issued to all securityholders of the same class or to all securityholders of the same class resident in Canada on a proportionate basis and an extension of an option shall be deemed to be a granting of an option; and
- (e) "plan" includes any plan, contract, authorization or arrangement, whether or not set forth in any formal document and may be applicable to only one person, but does not include the Canada Pension Plan or a similar government plan.

ITEM IV—Other:

- IV.1 Describe all other compensation not referred to in Item II or III paid during the most recently completed financial year, including personal benefits and securities or property paid or distributed other than pursuant to a plan referred to in Item III, which compensation is not offered on the same terms to all full-time employees other than those covered by a collective agreement.
- IV.2 For the purposes of describing other compensation under subitem IV.1, the value to be given for such compensation shall be the issuer's and subsidiaries' aggregate incremental cost.
- IV.3 For the purposes of subitem IV.2, "incremental cost" is the cost to the issuer or subsidiary of conferring a benefit upon an individual where such cost would not be otherwise incurred by the issuer if the benefit were not so conferred.
- IV.4 When the aggregate value of the compensation disclosed under subitem IV.1 does not exceed the lesser of \$10,000 times the number of persons in the group or 10 per cent of the compensation stated under Item II, it is necessary to declare that fact only and in the discretion of the Director, the \$10,000 threshold may be increased to \$25,000.

ITEM V—Termination of Employment or Change of Control:

- V.1 Describe any plan or arrangement in respect of compensation received or that may be received by executive officers in the issuer's most recently completed or current financial year in view of compensating such officers in the event of the termination of employment (resignation, retirement, change of control) or in the event of a change in responsibil-

ities following a change in control, where in respect of an executive officer the value of such compensation exceeds \$60,000.

ITEM VI—Compensation of Directors:

VI.1 Describe,

- (a) any standard arrangements, stating amounts, pursuant to which directors are compensated by the issuer for their services in their capacity as directors, including any additional amounts payable for committee participation or special assignments; and
- (b) any other arrangements, stating amounts, in addition or in lieu of any standard arrangement, pursuant to which directors were compensated by the issuer in their capacity as directors during the most recently completed financial year.

VI.2 Where compensation is in non-cash form, state the value of the benefit conferred, or if it is not possible to state the value, describe the benefit conferred.

ITEM VII—Unincorporated Issuers:

VII.1 Unincorporated issuers must report,

- (a) the aggregate amount of fees or other compensation paid by the issuer to individuals acting as directors or trustees of the issuer in respect of each of the financial years reported upon;
- (b) the aggregate amount of expenses reimbursed by the issuer to such individuals in respect of the fulfillment of their duties as directors or trustees.

VII.2 Where compensation is in non-cash form, state the value of the benefit conferred, or if it is not possible to state the value, describe the benefit conferred.

VII.3 The information required by this Item may be disclosed in the annual financial statement in lieu of textual disclosure in an information circular or prospectus. O. Reg. 420/85, s. 7.

Form 41

Securities Act

APPLICATION FOR APPROVAL TO BE A MARKET-MAKER IN A COATS SECURITY

ITEM 1—Applicant Identification:

- 1.1 Name of Applicant
- 1.2 Head Office Business Address
- 1.3 Telephone No. Postal Code

ITEM 2—Information about the Securities in Respect of which the Applicant Applies to be a Market-maker:

- 2.1 Name of issuer
- 2.2 Type or class of securities
- 2.3 Is the issuer a reporting issuer?

(Circle appropriate answer) Yes No

ITEM 3—Information to be Supplied where Issuer is *not* a Reporting Issuer:

3.1 Issuer's head office business address

.....

3.2 Law and jurisdiction under which issuer was incorporated,
organized or continued

.....

3.3 Date of incorporation, organization or continuation

3.4 Stock exchanges or other organized markets (if any) upon
which securities to which this application relates are listed
and posted for trading

.....

3.5 List all classes of securities of the issuer

.....

3.6 In respect of each class of securities to which this applica-
tion relates, set out the number of securities that is autho-
rized and the number issued and outstanding

.....

3.7 Jurisdictions (if any), other than Ontario, in which the
issuer is required to file information the same as or similar
to the information that is required to be filed by a reporting
issuer under Parts XVIII and XIX of the Act

.....

3.8 Are any of the securities of the issuer the subject of any out-
standing order of any jurisdiction limiting or prohibiting
trading in the security?

(Circle appropriate answer) Yes No

3.9 If the answer to question 3.8 is yes, give details of all such
orders

.....

ITEM 4—Relationship between Applicant and Issuer:

4.1 Does the applicant or any officer or director of the appli-
cant beneficially own 5 per cent or more of any class of
securities of the issuer?

(Circle appropriate answer) Yes No

4.2 Is any officer or director of the applicant an officer or direc-
tor of the issuer?

(Circle appropriate answer) Yes No

4.3 Has the applicant ever acted as underwriter in a distribution
of any securities of the issuer?

(Circle appropriate answer) Yes No

4.4 Has the applicant ever been a promoter of the issuer?

(Circle appropriate answer) Yes No

4.5 If the answer to any of questions 4.1 to 4.4 is yes, set out
briefly the details of why the question was answered in the
affirmative

.....

ITEM 5—Certificate of the Applicant:

5.1 I certify that the information contained in the application is
true and complete to the best of my knowledge and belief.

Dated at, this day of
.....,

By
(Signature of person authorized to sign on behalf of applicant)

.....
(Official Capacity)

.....
(Name of Person Signing)

O. Reg. 214/86, s. 4.

Seed Potatoes Act

Loi sur les pommes de terre de semence

REGULATION 1016

GENERAL

GRADES

1. The grades of potatoes that may be planted in a seed potato restricted area are,

- (a) Certified Seed grade; and
- (b) Foundation Seed grade. R.R.O. 1980, Reg. 911, s. 1.

FIELD STANDARDS FOR GRADES

2. Where potatoes are grown in a field in which,

- (a) aphids or other insects; or
- (b) any other conditions,

likely to cause serious deterioration of the growing potatoes are present, the potatoes do not qualify for a grade under this Regulation. R.R.O. 1980, Reg. 911, s. 2.

3. Potatoes of Certified Seed grade are potatoes produced in a field where the percentage of plants infected with disease or of foreign varieties in Column 1 did not exceed,

- (a) on first inspection, the tolerance percentage in Column 2; or
- (b) on any subsequent inspection, the tolerance percentage in Column 3,

of the Table as follows:

TABLE

Item	Column 1	Column 2	Column 3
1. Black-leg		2	1
2. Wilts		2	1
3. Any one virus disease		1	0.5
4. Total of all virus diseases		2	1
5. Total of all diseases		3	2
6. Foreign varieties		1	0.1

and not more than 5 per cent of the plants were missing on the first or any subsequent inspection, unless the grower has satisfied the inspector that the plants had not been rogued for disease. R.R.O. 1980, Reg. 911, s. 3.

4. Potatoes of Foundation Seed grade are potatoes grown,

- (a) in a field planted in tuber units, where the percentage of plants infected with disease or of foreign varieties in Column 1 did not exceed,
 - (i) on the first inspection, the tolerance percentage in Column 2, or
 - (ii) on any subsequent inspection, the tolerance percentage in Column 3,

of the Table as follows:

TABLE

Item	Column 1	Column 2	Column 3
1. Black-leg		0.5	0.25
2. Wilts		0.5	0.25
3. Any one virus disease		0.5	0.25
4. Total of all virus diseases		0.5	0.25
5. Total of all diseases		1	0.5
6. Foreign varieties		0.5	Nil

and not more than 3 per cent of the tuber units are missing in the field, unless the grower has satisfied the inspector that the plants had not been rogued for disease; or

- (b) in a field not planted in tuber units, where the percentage of plants infected with disease or of foreign varieties in Column 1 did not exceed,
 - (i) on first inspection, the tolerance percentage in Column 2, or
 - (ii) on any subsequent inspection, the tolerance percentage in Column 3,

of the Table as follows:

TABLE

Item	Column 1	Column 2	Column 3
1. Any one virus disease		0.25	0.1
2. Total of all virus diseases		0.25	0.1
3. Total of all diseases		0.5	0.25
4. Foreign varieties		0.1	Nil

and not more than 2 per cent of the plants are missing in the field, unless the grower has satisfied the inspector that the plants had not been rogued for disease. R.R.O. 1980, Reg. 911, s. 4.

CERTIFICATE OF GRADE

5. At the end of the season, every grower of any grade of seed potatoes under this Regulation is entitled to receive from the inspector a certificate of grade determined on field inspections in Form 1. R.R.O. 1980, Reg. 911, s. 5.

DUTIES OF INSPECTORS

6.—(1) An inspector shall,

- (a) inspect all trucks or other vehicles used for moving potatoes in, into or out of a restricted area in his or her jurisdiction;
- (b) if the inspector finds on inspection that a truck or other vehicle or container therein has not been adequately disinfected,
 - (i) inform the Director immediately, and
 - (ii) require such disinfection as is adequate and take such further action as is necessary to prevent seed potatoes from being contaminated by any disease;
- (c) issue in Form 2 permits referred to in clause 8 (a) of the Act

to move potatoes into a restricted area in his or her jurisdiction;

(d) in addition to the inspection required by section 12 of the Act make at least one subsequent inspection of every field of growing potatoes in his or her jurisdiction, found on first inspection to be in accordance with a grade under this Regulation;

(e) on inspection of potato fields in his or her jurisdiction, make a written report to the township and the Director,

(i) in Form 3, within one week, or

(ii) before the 1st day of November, showing the names and addresses of each grower, the lot and concession of the township, the acreage of potatoes grown and the grades thereof, and other conditions found in each field of the grower;

(f) on request, issue a certificate of grade to a grower; and

(g) enforce the Act and this Regulation.

(2) Where the growers in a restricted area form a committee of three from among their number, the inspector may confer with the committee from time to time with respect to matters within his or her jurisdiction, arising out of the operation of the Act. R.R.O. 1980, Reg. 911, s. 6.

EXEMPTIONS

7. The following classes of persons are exempted from the Act and this Regulation:

1. A person who grows not more than one acre of potatoes.
2. Persons comprising members of a household who grow in the aggregate not more than one acre of potatoes. R.R.O. 1980, Reg. 911, s. 7.

GRANTS

8. Where a township submits to the Minister on or before the 31st day of December in any year a statement, certified by its clerk, of the rate of pay and all money paid to an inspector during the year,

(a) as salary; and

(b) as an allowance for expenses necessarily incurred in the discharge of his or her duties,

the Minister may make a grant for the purpose of reimbursing the township to the extent of 50 per cent of the money so paid or expended. R.R.O. 1980, Reg. 911, s. 8.

Form 1

Seed Potatoes Act

CERTIFICATE OF GRADE DETERMINED ON FIELD INSPECTIONS

I,
(name of inspector)

an inspector under the *Seed Potatoes Act* for the Township of
in the County (or as the case may be) of

..... for the year, hereby certify that the seed potatoes grown by

.....
(grower)

.....
(address)

at Lot Con. of the Township in
..... field of acres were found
(designation of field)

to be of grade.

Dated at, this day of, 19.....

.....
(signature of inspector)

R.R.O. 1980, Reg. 911, Form 1.

Form 2

Seed Potatoes Act

PERMIT TO MOVE POTATOES INTO A RESTRICTED AREA

Under the *Seed Potatoes Act* and the regulations, and subject to the limitations thereof, this permit is issued to

.....
(name)

.....
(address)

to move potatoes into the restricted
(kind or grade)

area defined in By-law No. of the Township of

in the County (or as the case may be) of

during the period from
(day) (month) (year)

to
(day) (month) (year)

Date
(day) (month) (year)

.....
(signature of inspector)

R.R.O. 1980, Reg. 911, Form 2.

Form 3

Seed Potatoes Act

INSPECTOR'S REPORT

To the Township of

This is my report as an inspector under the *Seed Potatoes Act*:

1. Grower P.O. address

2. Lot Con. Township County (or as
the case may be)

3. Field Acreage

4. Date of inspection
(day) (month) (year)

ii. Other conditions
.....

5. Variety

Date
(day) (month) (year)

6. Conditions found on inspection:

.....
(signature of inspector)

i. Grade

R.R.O. 1980, Reg. 911, Form 3.

Shoreline Property Assistance Act
Loi sur l'aide aux propriétaires riverains

REGULATION 1017

GENERAL

1.—(1) No loan made under the Act for the construction of works shall exceed 75 per cent of the total cost of the works or the amount obtained by multiplying the number of metres of shoreline of the property in respect of which the loan is made by \$500, whichever is the lesser. O. Reg. 276/81, s. 1, *part*.

(2) No loan made under the Act for building raising, building relocation or building repairs shall exceed 75 per cent of the total cost of the raising, relocation or repairs or \$20,000, whichever is the lesser. O. Reg. 590/86, s. 1.

2.—(1) The borrowing by-law referred to in subsection 3 (1) of the Act, for use by a municipality not within a district, metropolitan or regional municipality, shall be in Form 1.

(2) The borrowing by-law referred to in subsection 3 (1) of the Act, for use by a municipality within a district, metropolitan or regional municipality, shall be in Form 2.

(3) The borrowing by-law, for use by a district, metropolitan or regional municipality on behalf of an area municipality, shall be in Form 3. R.R.O. 1980, Reg. 912, s. 2.

3. The debenture referred to in subsection 3 (1) of the Act shall be in Form 4. R.R.O. 1980, Reg. 912, s. 3.

4. The affidavit of the clerk of the municipality referred to in subsection 3 (4) of the Act shall be in Form 5. R.R.O. 1980, Reg. 912, s. 4.

5. The application for a loan and the accompanying declaration referred to in the Act shall be in Form 6 and Form 7 respectively. R.R.O. 1980, Reg. 912, s. 5.

6. The inspection and completion certificate referred to in section 5 of the Act shall be in Form 8. R.R.O. 1980, Reg. 912, s. 6.

7.—(1) The offer to sell a debenture referred to in subsection 6 (10) of the Act, for use by a municipality, shall be in Form 9.

(2) The offer to sell a debenture referred to in subsection 6 (10) of the Act, for use by a district, metropolitan or regional municipality, shall be in Form 10. R.R.O. 1980, Reg. 912, s. 7.

8. The rating by-law referred to in section 9 of the Act shall be in Form 11. R.R.O. 1980, Reg. 912, s. 8.

9.—(1) The rate of interest for the purposes of subsection 6 (4) of the Act is 8 per cent a year.

(2) The rate of interest for the purposes of subsection 10 (2) of the Act is 8 per cent a year calculated on such amount of the annual payment of principal and interest as is in default. O. Reg. 445/85, s. 1.

10. The term of the debentures sold under this Act shall be for a period of ten years. O. Reg. 276/81, s. 2, *part*.

11.—(1) The rate of interest for the purposes of subsection 13 (7) of the Act is 8 per cent a year.

(2) The rate of interest for the purposes of clause 14 (1) (a) of the

Act is 8 per cent a year calculated on such amount of the annual payment of principal and interest as is in default. O. Reg. 590/86, s. 2.

Form 1

Shoreline Property Assistance Act

For use by Municipalities not within a District, Metropolitan or Regional Municipality

BORROWING BY-LAW OF THE CORPORATION OF THE

.....

BY-LAW NUMBER

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*.

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such

sums not exceeding in the aggregate \$..... as may be determined by the council, and may in the manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Building, Toronto, which debentures shall reserve the right to pay at any time, with or without giving notice or at such times and on such notice and in accordance with such terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. Where an application for a loan under the Act is approved by the council and the inspector has filed with the clerk an inspection and completion certificate, the council may include a sum, not exceeding the amount applied for or such other maximum amount as is prescribed by the regulations under the Act, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for payment of the principal and interest as provided by the Act.

Read a First and Second time the day of,
19.....

Read a Third time the day of,
19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

O. Reg. 276/81, s. 3, *part*.

Form 2*Shoreline Property Assistance Act*

For use by Municipalities within a District, Metropolitan or
Regional Municipality

BORROWING BY-LAW OF THE CORPORATION OF THE

.....

BY-LAW NUMBER

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*.

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such

sums not exceeding in the aggregate \$..... as may be determined by the council, and may in the manner hereinafter provided, arrange for the issue of debentures on behalf of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Building, Toronto, which debentures shall reserve the right to pay, with or without giving notice or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. Where an application for a loan under the Act is approved by the council and the inspector has filed with the clerk an inspection and completion certificate, the council may apply to include a sum not exceeding the amount applied for or such other maximum amount as is prescribed by the regulations under the Act, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Read a First and Second time the day of
19.....

Read a Third time the day of
19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

O. Reg. 276/81, s. 3, part.

Form 3*Shoreline Property Assistance Act*

For use by a District, Metropolitan or Regional Municipality

BORROWING BY-LAW OF THE CORPORATION OF THE

.....

BY-LAW NUMBER

A by-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*, in the

..... Municipality of
(district, metropolitan or regional)

The Council of
(district, metropolitan or regional)

Municipality of (hereinafter

referred to as the regional municipality) pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The regional municipality may from time to time, subject to the provisions of this by-law, borrow on the credit of the regional munic-

ipality such sums not exceeding in the aggregate \$..... and may in the manner hereinafter provided, issue debentures of the regional municipality for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Legislative Building, Toronto, which debentures shall reserve the right to pay at any time, with or without giving notice or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the Act, the whole or any part of the amount then outstanding and to be relieved from liability to pay any interest on the amount so paid other than accrued interest.

2. When the regional municipality receives an application from an area municipality for the purposes of the Act, the regional municipality shall by resolution direct the issue of a debenture as aforesaid and borrow on behalf of the area municipality a sum not exceeding the amount to be lent by the area municipality on completion of the works or building repairs.

3. With respect to each area municipality, the regional municipality shall impose, levy and collect a special annual rate over and above all other rates sufficient for the payment of the principal and interest of the debentures issued by the regional municipality on behalf of that area municipality.

Read a First and Second time the day of
19.....

Read a Third time the day of
19.....

.....
Chairman

.....
Clerk

(Corporate Seal)

O. Reg. 276/81, s. 3, part.

Form 4*Shoreline Property Assistance Act***DEBENTURE**

\$.....

Number

The Corporation of, hereinafter referred to as the Corporation, for value received hereby, promises to pay to the

Treasurer of Ontario at the Legislative Building, Toronto, the principal sum of \$ of lawful money of Canada, together with interest thereon at the rate of per cent per year in equal instalments of \$ on the day of, hereinafter referred to as "the instalment date", in the years to, both inclusive,

OR

the unpaid balance of the principal sum outstanding together with interest thereon at the rate of per cent per year in such equal annual instalments as may be determined by the Treasurer of Ontario in accordance with the provisions hereinafter contained.

The right is reserved to the Corporation to pay at any time, with or without giving notice, or at such times and on such notice and in accordance with such other terms and conditions as may be prescribed by regulations made under the *Shoreline Property Assistance Act* at the place where and in the money in which this debenture is expressed to be payable, the whole or any amount of the principal sum owing at the time of such payment. After the date of payment,

interest on the amount of the principal sum so paid shall cease to accrue and the balance of the principal sum owing after the payment as determined by the Treasurer of Ontario and set out on the Schedule on the reverse hereof shall be paid in the equal annual instalments stipulated on the said Schedule due on each instalment date in the years remaining in the term of this debenture following the date of payment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of the Corporation, or by such other person authorized by by-law of the Corporation to endorse such Certificate of Ownership, transferable.

Dated at the of in the Province of Ontario, this 1st day of, 19.....,

under the authority of Borrowing By-Law Number of the Corporation entitled "A By-law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*".

..... Treasurer Head of Council

(Corporate Seal)

Schedule

Date	Amount of Principal Paid	Amount of Principal Outstanding	Number of Years Remaining	Amount of Equal Annual Instalment	Notation made on behalf of the Treasurer of Ontario by
					O. Reg. 276/81, s. 4.

Form 5

Shoreline Property Assistance Act

AFFIDAVIT OF CLERK

I,, of the of in the of

Clerk of the of make oath and say:

1. On the day of, 19....., the

Council of the of passed a by-law for borrowing money to be lent for the con-

struction of works and building repairs being No. and entitled "A By-Law to raise money to aid in the construction of works and building repairs under the *Shoreline Property Assistance Act*", a copy of which certified by me is attached hereto as an exhibit to this my affidavit and marked exhibit "A".

2. A certified copy of By-Law No. was registered in the Land Registry Office for the Registry (Land Titles)

Division of on the day of, 19.....

3. No application or action to quash the by-law has been made or brought.*

or

An application or action has been made or brought, but it has been dismissed.*

(*strike out if not applicable)

Sworn before me at the

of in the

of this day clerk

of, 19.....

.....

A Commissioner

R.R.O. 1980, Reg. 912, Form 5.

Form 6

Shoreline Property Assistance Act

APPLICATION FOR LOAN

To the

- ☐ Council of the of (In municipality, mark "X" in first box, and fill in name of municipality.
 or
☐ Minister of Municipal Affairs (In area without municipal organization, mark "X" in second box.

1. Details of Ownership

(a) Owner's Name(s) - (Set out the names of all owners)

(b) Owner's Address(es)

2. Description of Work

- ☐ Construction of Works ☐ Building Raising ☐ Building Relocation ☐ Building Repairs

3. Description of Land

(a) Set out a description, sufficient for registration, of the land affected by the work. (If building or structure is being relocated, describe land on which building or structure is now situate).

Date Land Acquired	Describe Building or Structure Affected		
Y M D			

(b) If building or structure is being relocated, set out a description, sufficient for registration, of the land on which the building or structure will be situate after the relocation.

Date Land Acquired			
Y M D			

(c) If work is to be done on Crown Land, describe Crown Land

4. Estimated Cost

Estimated Cost of

	Works	Building Raising	Building Relocation	Building Repairs
Material				
Other				
Inspection Fees				
Total Cost				
Amount of Loan Request				

5. Total Amount of Loan Requested \$ (Amount of loan requested must be a multiple of \$100, not exceeding the maximum amount as is prescribed by the Regulations under the Act)

6. Number of Metres of Shoreline of the Property	7. Anticipated Date of Commencement			Anticipated Date of Completion		
	Y	M	D	Y	M	D

8. In making this loan application, I understand and agree to the following:

1. The granting or refusal of the application is in the discretion of the council or the Minister, as the case may be, whose decision is final.
2. I will be advised in writing of the decision regarding the application.
3. Should the application be granted, an inspector appointed by council or the Minister of Municipal Affairs, as the case may be, will report to council (the Minister) to the effect that the work has been satisfactorily completed before any funds are advanced by way of loan.

4. That the amount of the loan may differ from the amount of loan applied for herein and will be based on actual completion costs.
5. In the case of a loan by a municipality, council shall levy and collect for the term set out in the regulations over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan.
6. In the case of a loan from the Minister of Municipal Affairs, I must repay the loan and interest over a period of 10 years in equal annual payments sufficient to discharge the principal and interest of the loan, and to deliver to the Minister a signed note for the amount of the loan.

Signature of Owner	Date
--------------------	------

O. Reg. 590/86, s. 3, part.

Form 7*Shoreline Property Assistance Act***DECLARATION AS TO OWNERSHIP****Province of Ontario****TO WIT:**

I/WE, of the
 of in the of
 do solemnly declare that:

1. I/We am/are the actual owner of: *(Provide description sufficient for registration)*
 - (a) the land affected by the work and described as follows: *(If a building or structure is being relocated describe the land on which the building or structure is now situate)*
 - (b) the land to which a building or structure is being relocated and described as follows: *(Delete if inapplicable)*

Strike out inapplicable paragraphs

2. The land described in subsection 1 (a) of this declaration is free from encumbrance.
- Or
3. The land described in subsection 1 (a) is encumbered as follows:

Name and Address of Mortgagee(s)	Name and Address of Encumbrancer(s)	Name and Address of Assignee(s)

(Attach Schedule if more space is required)

4. The land described in subsection 1 (b) of this declaration is free from encumbrance.
- Or
5. The land described in subsection 1 (b) is encumbered as follows:

Name and Address of Mortgagee(s)	Name and Address of Encumbrancer(s)	Name and Address of Assignee(s)

(Attach Schedule if more space is required)

6. The application for loan is for a loan to construct works on Crown lands which Crown lands are described as follows:

7. AND I/WE, make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

of

this day of

....., 19.....

A Commissioner, etc.

Signature

O. Reg. 590/86, s. 3, part.

Form 8*Shoreline Property Assistance Act***INSPECTION AND COMPLETION CERTIFICATE****To the**☐ Council of the of

or

☐ Minister of Municipal Affairs

I, , have inspected the works,
 (Name of Inspector)
 building raising, relocation or repairs constructed or carried out on
 the lands described as
 (Lot No.)

..... in the
 (Plan/Concession No.) (Township, Town, etc.)

of and owned by for which an
 application for loan was made and dated

19..... I certify that circumstances prevail with respect to the works,
 building raising, building relocation or building repairs as indicated
 below:

- ☐ The building repairs are as described on the application for loan and are completed to my satisfaction.

- ☐ The works are as described on the application for loan and are completed to my satisfaction.
- ☐ The building raising is as described on the application for loan and is completed to my satisfaction.
- ☐ The building relocation is as described on the application for loan and is completed to my satisfaction.
- ☐ The works, building raising, building relocation or building repairs are completed to my satisfaction but differ significantly from that described on the application for loan in the following respects:

.....

.....

.....

- ☐ The works, building raising, building relocation or building repairs have been completed but are not satisfactory because of the following defects:

.....

.....

.....

I confirm to the best of my knowledge and belief the shoreline length is approximately metres.

The actual cost of the completed works, building raising, building relocation or building repairs are as follows:

	Actual Cost of Completed			
	Works	Building Raising	Building Relocation	Building Repairs
Material				
Other				
Inspection Fees				
Total				
Total \$				

Dated at this
day of, 19.....

.....
Signature of Inspector

O. Reg. 590/86, s. 3, *part*.

Form 9

Shoreline Property Assistance Act

OFFER TO SELL

For use by a Municipality other than a District, Metropolitan or Regional Municipality

The Corporation of of hereby offers to sell Debenture No. in the principal amount of \$..... to the Treasurer of Ontario as authorized by Borrowing By-Law No. of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than the maximum amount prescribed by the regulations.

An inspector, employed by the Corporation, has inspected the works or building repairs for which the Corporation will lend the proceeds of this debenture, and each has been completed in accordance with the terms of the loan approval given by council. A copy of the Inspection and Completion Certificate for each project in respect of which the Corporation will lend the proceeds of this debenture is attached hereto.

.....
Date
(Corporate Seal)

.....
Treasurer
O. Reg. 276/81, s. 6, *part*.

Form 10*Shoreline Property Assistance Act***OFFER TO SELL**

For use by a District, Metropolitan or Regional Municipality

The Corporation of of hereby offers to sell Debenture No. in the principal amount of \$..... to the Treasurer of Ontario as authorized by Borrowing By-law No. of the Regional Corporation.

The principal amount of this debenture is the aggregate of individual loans for which application has been made to the councils of the municipalities listed below and each loan is not more than the maximum amount prescribed by the regulations.

An inspector, employed by the municipalities listed below, has inspected the works or building repairs for which the proceeds of this debenture will be lent, and each has been completed in accordance with the terms of the loan approval given. A copy of the Inspection and Completion Certificate for each project in respect of which the Corporation will lend the proceeds of this debenture is attached hereto.

MUNICIPALITY

AMOUNT

Date

Treasurer

(Corporate Seal)

O. Reg. 276/81, s. 6, *part*.**Form 11***Shoreline Property Assistance Act***RATING BY-LAW**

THE CORPORATION OF THE

BY-LAW NUMBER

By-law imposing special annual rates upon land in respect of which money is borrowed under the *Shoreline Property Assistance Act*.

Whereas owners of land in the municipality have applied to the council of the Corporation under the *Shoreline Property Assistance Act*, for loans for the purpose of constructing works or making building repairs on such land; and whereas the council has upon their

application lent the owners the total sum of \$ to be repaid with interest by means of rates hereinafter imposed:

The council, pursuant to the *Shoreline Property Assistance Act*, enacts as follows:

1. The annual rates as set out in the Schedule attached hereto are, subject to the provisions of this by-law, hereby imposed upon such land as described for a period of years**, such rates to be levied and collected in the same manner as taxes.
2. Where an owner obtains a discharge of indebtedness under section 12 of the said Act in respect of land described in the attached Schedule,
 - (a) no annual rate shall thereafter be imposed upon such land; and
 - (b) the attached Schedule may be amended from time to time by deleting the entries relating to such land.
3. A certified true copy of this by-law shall be registered by the Clerk of the Corporation in the proper Land Registry Office forthwith after the passing of this by-law.

Passed this day of,

19.....

Head of Council

Clerk

THE CORPORATION OF THE

BY-LAW NUMBER

REGISTRATION NUMBER

(Corporate Seal)

NOTE: **For the purpose of completing paragraph 1, the period of years set out shall be the same as is prescribed under the regulations made under the Act as of the day the by-law is passed.

[illegible]

\$

R.R.O. 1980, Reg. 912, Form 11; O. Reg. 276/81, s. 7.

Small Business Development Corporations Act
Loi sur les sociétés pour l'expansion des petites entreprises

REGULATION 1018

**ADDITIONAL MATERIAL TO BE FURNISHED
WITH GRANT APPLICATIONS**

1. Where,

- (a) an applicant under subsection 20 (1) of the Act is a limited partnership described in subparagraph (iii) of paragraph 1 of section 10 of Regulation 1020 of Revised Regulations of Ontario, 1990; and
- (b) a general partner of the partnership is not a partner described in sub-subparagraph (A) of the said subparagraph (iii),

the applicant shall furnish with the application a waiver, executed by and intended to bind the general partner, of any interest the general partner may have or acquire in grants or tax credits payable or allowable to the applicant under the Act by reason of the applicant's acquisition of equity shares of a small business development corporation. O. Reg. 24/84, s. 1.

REGULATION 1019

FORMS

- 1.** A proposal referred to in section 3 of the Act shall be in Form 1. R.R.O. 1980, Reg. 914, s. 1.

2. A certificate of registration referred to in section 6 of the Act shall be in Form 2. R.R.O. 1980, Reg. 914, s. 2.

3. The certificate referred to in clause 20 (3) (a) or 21 (2) (a) of the Act or an application for,

- (a) a grant under subsection 20 (1) or (6) of the Act; or
- (b) a tax credit under section 21 of the Act,

shall be,

- (c) in Form 3, where a person or corporation acquired equity shares of a small business development corporation before the 24th day of October, 1985; or
- (d) in Form 4, where a person or corporation acquires equity shares of a small business development corporation on or after the 24th day of October, 1985. O. Reg. 528/86, s. 1.

4. A notification of material change in investments under subsection 13 (2) of the Act shall be in Form 5. R.R.O. 1980, Reg. 914, s. 7.

5. A notification of proposed corporate action under subsection 16 (2) of the Act shall be in Form 6. R.R.O. 1980, Reg. 914, s. 8.

6. A notice of objection under section 28 of the Act shall be in Form 7. R.R.O. 1980, Reg. 914, s. 9.

7. A return under subsection 16 (1) of the Act shall be in Form 8. R.R.O. 1980, Reg. 914, s. 10.

Form 1

Small Business Development Corporations Act



Ministry of
Revenue Small Business
Development Corporations
Program

Application/Proposal For Registration — DC 02

Small Business Development Corporation

CCR Identification Number

Name of Corporation		Telephone Number	
Operating Name (if different from above)			
Registered Office Location in Ontario — Street Number and Name			
City, Town, Village	Province	Postal Code	
	Ontario		
Mailing Address (if different from above)			
City, Town, Village	Province	Postal Code	

Classes (and Series, if any) of Shares	Authorized Capital		Stated Capital	
	Number of Shares	Maximum Aggregate Consideration	Number of Shares Issued	Aggregate Cash Consideration
Debt Obligations Issued by the Corporation				
Mortgages	\$	Other (Specify)	\$	
Bonds	\$		\$	
Debentures	\$		\$	

Directors of Corporation

Surname	Given Name(s)	Occupation/Profession
Residence Address — Street Number and Name (Apt. No., R.R. No.)		
City, Town, Village	Telephone Numbers	
Province	Home:	
Postal Code	Business:	
Surname	Given Name(s)	Occupation/Profession
Residence Address — Street Number and Name (Apt. No., R.R. No.)		
City, Town, Village	Telephone Numbers	
Province	Home:	
Postal Code	Business:	

Officers of Corporation

Surname	Given Name(s)	Occupation/Profession
Residence Address — Street Number and Name (Apt. No., R.R. No.)		Office Held
City, Town, Village		Telephone Numbers
Province	Postal Code	Home:
		Business:

Surname	Given Name(s)	Occupation/Profession
Residence Address — Street Number and Name (Apt. No., R.R. No.)		Office Held
City, Town, Village		Telephone Numbers
Province	Postal Code	Home:
		Business:

Transfer Agent (if one is to be appointed)

Name	Telephone Number	
Street Number and Name (Apt. No., P.O. Box, R.R. No.)		
City, Town, Village	Province	Postal Code

Trustee (Bank, Trust Company, etc. with whom the trust account required by section 8 of the Act will be maintained)

Name	Telephone Number	
Street Number and Name (Apt. No., P.O. Box, R.R. No.)		
City, Town, Village	Province	Postal Code

The Minister of Revenue may verify all statements made in this proposal. I understand that it is an offence to make a false or misleading statement in a proposal.

The undersigned have authority to bind the corporation.

Signature of Director or Officer
Name of Director or Officer (please print)
Date

Signature of Second Officer
Name of Second Officer (please print)
Date

(Where an individual signs in the capacity of a director (or officer) and as a second officer of the corporation, please ensure that signature is affixed in both boxes provided above).

Affidavit

I, _____,
of the _____
in the _____
make oath and say as follows:

1. I am one of the directors/officers of _____
who signed this proposal, and have knowledge of the matters hereinafter sworn.
2. The corporation has complied with all requirements of section 4 of the Small Business Development Corporations Act.
3. All Statements made in this proposal for registration of the corporation as a small business development corporation are true and correct.
4. _____, who also signed this
proposal is an officer/director of the corporation.

SWORN before me

at the _____
in the _____
this _____
day of _____, 19____

Director or Officer

A Commissioner, etc.

O. Reg. 528/86, s. 3 (1).

Form 2

Small Business Development Corporations Act



**Small Business Development Corporation
Certificate of Registration**

This is to certify that

is registered as a Small Business Development Corporation under the Small Business Development Corporations Act.

Registration Number

Date of Registration

Authorized Official

Minister of Revenue

Form 3

Small Business Development Corporations Act



Ministry
of
Revenue
Ontario

Small Business
Development
Corporations
Program

P.O. Box 626,
33 King St. W.,
Oshawa, Ontario,
L1H 8H9

**Certificate of Investment/
Application for Incentive – DC 01**

Certificate Number

Part A – Certificate of Investment – To be completed by Small Business Development Corporation (S.B.D.C.)

Name of Small Business Development Corporation					Registration Number	
Name of Shareholder (as shown on share certificate)						
Class of Shares Issued	Number of Shares Issued	Cash Consideration Received \$	Date Consideration Received Y Y M M D D		Share Certificate Number	Date Share Certificate Issued Y Y M M D D

We Certify That:

The shares described in this Certificate have been fully paid for in cash consideration.

The person shown above as the Shareholder has been recorded in the share register of the Corporation as the Registered owner. Prior to the issuance of this Certificate, thirty per cent of the consideration received for the shares described in this Certificate has been deposited in trust for the Corporation and Crown jointly in accordance with subsection 8(1) of the Small Business Development Corporations Act.

Signature of Corporate Secretary	Name of Corporate Secretary (please print)	Date Y Y M M D D
Signature of Other Officer	Name of Other Officer (please print)	Position/Office

Part B – Application for Incentive – To be completed by Investor

Full Name of Investor			
Residence Address (business address if the applicant is not an individual) Street Number and Name (Apt. No. or R.R. #)			
City, Town	Province	Postal Code	Telephone

The registered shareholder is: (please check the appropriate box)

- ☐ (a) an individual resident in Ontario who is also the beneficial owner of the shares (If the shares are jointly held, attach to this application the name and residence address of each joint owner.)
- ☐ (b) a Registered Retirement Savings Plan, the beneficial owner of which is (provide name and residence address) _____
- ☐ (c) a registered pension fund or plan under the Income Tax Act (Canada) (insert plan number) _____ of which 10 per cent of the contributors are ordinarily resident in Ontario.
- ☐ (d) a deferred profit sharing plan of (insert name of business) _____ and registered under the Income Tax Act (Canada) as (insert plan number) _____ for which 10 per cent of contributors are ordinarily resident in Ontario.
- ☐ (e) a group retirement savings plan arrangement for employees or members of (insert name of business or association) _____ under which all plans are registered under the Income Tax Act (Canada)
- ☐ (f) a trust, not otherwise described above, all of the beneficiaries of which are ordinarily resident in Ontario and none of which is a corporation. (Attach to this application a list of the names and residence addresses of each beneficial owner.)
- ☐ (g) a credit union or caisse populaire incorporated under the Credit Unions and Caisses Populaires Act or a predecessor of that Act.
- ☐ (h) an unincorporated association, unincorporated syndicate, unincorporated organization or partnership, ordinarily resident in Ontario and none of whose members or partners is a corporation. (Attach to this application a list of the names and residence addresses of each member or partner.)
- ☐ (i) a corporation with a permanent establishment in Ontario exempt of tax within section 49 of the Corporations Tax Act.
- ☐ (j) a corporation which is also the beneficial owner of the shares. Ont. Corp. Tax Branch Account No. _____

Special Mailing Provisions (Unless otherwise provided, all grant cheques will be mailed to the address shown above for the Investor.)
The Investor authorizes the Minister to mail any grant cheque to the following:

In submitting this Application for Incentive, I certify that:

I am the Investor or an authorized signing officer or trustee of the Investor.

The Investor purchased the shares described above directly from the S.B.D.C. for consideration in cash and the shares are fully paid.

The Investor has/has not (delete inapplicable phrase) previously applied for an incentive in respect of other shares.

All statements made in this Application or any listing required by this Application are true and correct.

Signature of Investor or Authorized Officer or Trustee	Name of Authorized Officer or Trustee (please print)
Position Held by Authorized Officer or Trustee	Date

It is an offence to make a false or misleading statement in a Certificate of Investment/Application for Incentive.

Form 4

Small Business Development Corporations Act



Ministry
of
Revenue
Ontario

Small Business
Development
Corporations
Program

P.O. Box 625
33 King Street West
Oshawa, Ontario
L1H 9H9

**Certificate of Investment/
Application for Incentive - DC 01A**

Certificate number

Instructions

- Part A of this form is to be completed by the Small Business Development Corporation.
- The Small Business Development Corporation is to retain for its records the yellow copy of the form and to forward the white and blue copies to the Investor for completion.
- The Investor will then complete Part B of this form and will retain the blue copy and will forward the white copy to the Ministry of Revenue.
- The Ministry of Revenue will process the Incentive Application and will forward any grant cheque to the residence address or business office listed.

by the Investor unless special mailing provisions are provided on the Application. Where the Investor is a corporation, other than a corporation exempt from tax pursuant to section 49 of the Corporations Tax Act, the Minister will notify the Investor by mail of the allowance of a tax credit which may be applied against Part II tax under the Corporations Tax Act.

Note: Where an Investor has paid for the shares by means of an uncertified cheque, the Small Business Development Corporation must present that cheque for payment before the officers of the Small Business Development Corporation certify that the shares have been issued for "cash" consideration.

Part A - Certificate of Investment - To be completed by Small Business Development Corporation (S.B.D.C.)

Name of Small Business Development Corporation		Registration number		Name of Shareholder (as shown on share certificate)	
Class (and Series, if any) of shares issued	Number of shares issued	Cash consideration received \$	Date consideration received Y Y M M D D	Share certificate number	Date share certificate issued Y Y M M D D

We certify that:

- The shares described in this Certificate have been fully paid for in cash consideration.
- The person shown above as the Shareholder has been recorded in the share register of the Corporation as the Registered owner.
- In the case of a Northern and Eastern Small Business Development Corporation, prior to the issuance of this Certificate, an amount equal to 30% of the consideration received for the shares described in this Certificate has been deposited in trust for the Corporation and

Crown jointly in accordance with subsection 8(1)(a) of the Small Business Development Corporations Act.

- In the case of a Small Business Development Corporation that is not a Northern and Eastern Small Business Development Corporation, prior to the issuance of this Certificate, an amount equal to 25% of the consideration received for the shares described in this Certificate on or after October 24, 1985 has been deposited in trust for the Corporation and Crown jointly in accordance with subsection 8(1)(b) of the Small Business Development Corporations Act.

Signature of corporate secretary	Name of corporate secretary (please print)	Date Y Y M M D D
Signature of other officer	Name of other officer (please print)	Position / Office

Part B - Application for Incentive - To be completed by Investor

Full name of Investor	Residence address (business address if the applicant is not an individual) Street number and name (Apt. no. or R.F.#)
Telephone	City, town Province Postal code

The registered Shareholder is: (please check appropriate box)

- ☐ (a) an individual resident in Ontario who is also the beneficial owner of the shares.
(If the shares are jointly held, attach to this Application the name and residence address of each joint owner.)
- ☐ (b) a Registered Retirement Savings Plan, the beneficial owner of which is _____ provide name and residence address
- ☐ (c) a registered pension fund or plan under the Income Tax Act insert plan number of which 10 percent of the contributors are ordinarily resident in Ontario.
- ☐ (d) a deferred profit sharing plan of _____ insert name of business and registered under the Income Tax Act as insert plan number for which 10 percent of the contributors are ordinarily resident in Ontario.
- ☐ (e) a group retirement savings plan arrangement for employees or members of _____ insert name of business or association under which all plans are registered under the Income Tax Act.
- ☐ (f) a trust not otherwise described above, all of the beneficiaries of which are ordinarily resident in Ontario and none of which is a corporation.
(Attach to this Application a list of the names and residence addresses of each beneficial owner.)
- ☐ (g) a credit union or caisse populaire incorporated under the Credit Unions and Caisses Populaires Act or a predecessor of that Act.
- ☐ (h) an unincorporated association, unincorporated syndicate, unincorporated organization or partnership, ordinarily resident in Ontario and none of whose members or partners is a corporation. (Attach to this application a list of the names and residence addresses of each member or partner.)
- ☐ (i) a corporation with a permanent establishment in Ontario exempt of tax within section 49 of the Corporations Tax Act.
- ☐ (j) a corporation which is also a beneficial owner of the shares. Cst. Corp. Tax Branch Account No. _____

Special mailing provisions - (Unless otherwise provided, all grant cheques will be mailed to the address shown above for the Investor.)

The Investor authorizes the Minister to mail any grant cheque to the following:

In submitting this Application for Incentive, I certify that:

- I am the Investor or an authorized signing officer or trustee of the Investor.
- The Investor purchased the shares described above directly from the S.B.D.C. for consideration in cash and the shares are fully paid.
- The Investor has / has not (delete inapplicable phrase) previously applied for an incentive in respect of other shares.
- All statements made in this Application or any listing required by this Application are true and correct.

Signature of Investor or Authorized Officer or Trustee	Name of Authorized Officer or Trustee (Please print)	Position held by Authorized Officer or Trustee	Date
--	--	--	------

It is an offence to make a false or misleading statement in a Certificate of Investment / Application for Incentive.

Form 5

Small Business Development Corporations Act



Ontario

Ministry of
Revenue Motor Fuels and
Tobacco Tax
Branch

Notification of Material Change In Investments - DC 09

			Registration Number		
Name of Small Business Development Corporation				Telephone Number	
Street Number and Name					
City, Town, Village		Province		Postal Code	
Name of Small Business				Telephone Number	
Street Number and Name					
City, Town, Village		Province		Postal Code	

Class (and Series, if any) of Shares Held	Number of Shares Held	Consideration Paid For Shares Held	Date of Material Change		
		\$	Year	Month	Day
			.	.	.
			.	.	.
			.	.	.
			.	.	.

Describe the Material Change

NOTE: A material change occurs if the corporation in which the investment is made ceases to be a small business or no longer meets the other requirements of an eligible investment under section 9 of the Small Business Development Corporations Act and this Notice must be filed within 30 days following the material change.

The Minister of Revenue may verify all statements contained in this notification. We understand that it is an offence to make a false or misleading statement in a notification.

Affirmation

In submitting this Notification Of Material Change In Investments, we affirm that all statements made in this notification are true and correct.

Date	Signature of Director or Officer
Name of Director or Officer (please print)	

O. Reg. 528/86, s. 4, part.

Form 6

Small Business Development Corporations Act



Ministry of Small Business
Development Corporations
Revenue Program

Notification of Proposed Corporate Action – DC 06

Name of Small Business Development Corporation		Registration Number
Street Number and Name (Registered Office Location in Ontario)		Telephone Number
City, Town, Village	Province	Postal Code

Statement of Proposed Arrangement under s.182 of the Business Corporations Act

Attach to this Notification a copy of any statement of proposed arrangement of the Small Business Development Corporation.

This statement will be submitted to the shareholders at a meeting called for the ____ day of _____ 19 ____.

Reduction of Stated Capital Accounts

Amount of Reduction Proposed	Stated Capital Account(s) to be Reduced
Date Reduction to be Effected	Document by Which Proposed Reduction to be Effected (Please attach copy)
Reasons for Reduction	

Activity Involving Equity Shares of the Small Business Development Corporation (Purchase or Redemption by S.B.D.C. or Surrender or Conversion by Shareholder)

Description of Activity (Please give full details)		Proposed date of Activity		
		Year	Month	Day
Class (and Series, if any) of Shares Involved	Number of Shares Involved	Initial Issue Price/Share	Current Purchase Price/Share	
		\$	\$	

Disposition or Sale of any Eligible Investment

Name of Investment						
Shares Held		Shares to be Disposed of		Proposed date of Disposition		Consideration to be Received
Class	Number	Class	Number	Year	Month	
						\$

Agreements or Amendments to Agreements Relating to S.B.D.C. and its Shareholders (attach copy)	Date Upon Which Agreement Will Take Effect
Agreements or Amendments to Agreements Relating to S.B.D.C. and Corporation in Which it Maintains an investment (attach copy)	Date Upon Which Agreement Will Take Effect

The Minister of Revenue may verify all statements made in this notification. We understand that it is an offence to make a false or misleading statement in a notification.

Affirmation

In Submitting this Notification Of Proposed Corporate Action in accordance with section 16 (2) of the Small Business Development Corporations Act, we affirm that all statements made in this notification are true and correct.

Signature of Director or Officer

Name of Director or Officer (please print)

Date

Form 7

Small Business Development Corporations Act



Ministry
of
Revenue

Ontario

Notice of Objection
Small Business Development Corporations Act

Name of Corporation or Person Objecting		Telephone Number
		()
Street Number and Name		
Mailing Address	City/Town	Province
		Postal Code

NOTICE OF OBJECTION is hereby given to the **NOTICE OF PROPOSAL** of the Minister of Revenue

dated the day of, 19, wherein the Minister proposed:

- ☐ To refuse to register the corporation as a small business development corporation
- ☐ To revoke the registration of the corporation as a small business development corporation
- ☐ To refuse to permit payment from the trust fund
- ☐ To refuse to make a grant under section 20
- ☐ To refuse to allow a tax credit under section 21

The following are the reasons for objection and the relevant facts:

(If space is insufficient, a separate memorandum should be attached setting forth the full statement of reasons for objection and relevant facts)

☐ Check here if additional sheets are attached

Appointment of Representative

I confirm that
has the authority to communicate on my/the company's behalf concerning this Notice of Objection.
I authorize the Tax Appeals Branch to collect personal information from and disclose personal information to my representative in accordance with the Freedom of Information and Protection of Privacy Act.

This **NOTICE OF OBJECTION** must be signed by the person objecting or an authorized signing officer of the company to whom the Minister's **NOTICE OF PROPOSAL** was sent.

Date	Name (print)	Signature	Position or Office

O. Reg. 7/90, s. 1.

Form 8

Small Business Development Corporations Act



Ministry
of
Revenue

Small Business
Development Corporations
Program

Annual Return - DC31

Small Business Development Corporation

SBDC Registration Number	
Corporations Tax Number of SBDC	
Date of Registration	Anniversary Date
Due Date	

An Annual Return must be completed by the Small Business Development Corporation and filed with the Ministry of Revenue within 90 days after each anniversary of the date of registration.

Name of Small Business Development Corporation			
Registered Office Location in Ontario - Street Number and Name			
City, Town, Village	Province Ontario	Postal Code	Person to Contact Telephone Number ()
Mailing Address (if different from above)			
City, Town, Village	Province Ontario	Postal Code	

- (1) The Small Business Development Corporation must complete **Schedule A** which asks for details of all investments and debt obligations from the date of registration to the anniversary date above.
- (2) The questionnaire below must also be completed along with schedules, lists or copies if or as they apply to the time period specified.

Questionnaire

In the twelve month period immediately preceeding the anniversary date of registration has there been any change -

If "YES", complete as specified below:

	No	Yes	
1 in the assets (shares, debt obligations, bank accounts, etc.) of the corporation?	<input type="checkbox"/>	<input type="checkbox"/>	Include with Schedule A
2 in capital structure ?	<input type="checkbox"/>	<input type="checkbox"/>	Schedule B
3 in directors or officers ?	<input type="checkbox"/>	<input type="checkbox"/>	Schedule C
4 in the identity of affiliated corporations ? (If so, provide the name and address of each affiliate.)	<input type="checkbox"/>	<input type="checkbox"/>	List
5 in shareholders ? (If so, provide either a copy of the shareholders' register or a list of shareholders, their addresses and holdings.)	<input type="checkbox"/>	<input type="checkbox"/>	Copy/List
6 in the Articles of Incorporation ? (If so, provide a certified copy of any Amendment to the Articles.)	<input type="checkbox"/>	<input type="checkbox"/>	Copy

The Minister of Revenue may verify all statements contained in this Annual Return. I understand that it is an offence to make a false or misleading statement in a return.

VERIFICATION

In submitting this Annual Return, I verify that:

I am an authorized signing officer of the Small Business Development Corporation.

All statements made in this Return and all accompanying Schedules are true and correct as of the anniversary date of registration of the Small Business Development Corporation.

Date

Director or Officer

Schedule A

ELIGIBLE INVESTMENTS — List all eligible investments presently held.

Eligible Small Business			
Class & Number of Shares	% of Equity Shares owned by the SBDC	Date of Acquisition	Purchase price
Eligible Small Business			
Class & Number of Shares	% of Equity Shares owned by the SBDC	Date of Acquisition	Purchase price

FORMER ELIGIBLE INVESTMENTS

Small Business or Former Small Business		Class & Number of Shares	Original Purchase Price
Date Investment Became Ineligible	Date of Disposition of Investment	Proceeds	Net Gain/Loss
Reason for Ineligibility			
Small Business or Former Small Business		Class & Number of Shares	Original Purchase Price
Date Investment Became Ineligible	Date of Disposition of Investment	Proceeds	Net Gain/Loss
Reason for Ineligibility			

DEBT OBLIGATIONS (Monies owing to this SBDC)

Small Business			Nature of Debt Obligation
Terms of Repayment	Date of Acquisition	Total Amount of Obligation	Date of Disposition
Small Business			Nature of Debt Obligation
Terms of Repayment	Date of Acquisition	Total Amount of Obligation	Date of Disposition

Other Assets — (include all other assets of the corporation of whatsoever kind and nature not specifically set out above).

Form of Asset	Date of Acquisition	Form & Amount of Consideration Paid	From Whom Acquired (if applicable)	Date of Disposition (if within reporting period)

Total issued capital as at anniversary date _____

Schedule B**Changes in Capital Structure of SBDC.**

List shares of the SBDC issued, purchased, or otherwise acquired during the year ending on the anniversary date.

Date of Share Transaction	Number, (Class & Series, if any) of Shares Involved	Consideration Received or Paid	Number of Votes per Share	Change (issue, redemption, purchase, conversion, or surrender)

Total percentage of Equity Shares owned, controlled or directed by Non-Residents as at anniversary date.

%

Comments**Schedule C****Changes in Directors/Officers during the year ending on the anniversary date.**

Surname		Given Name(s)		Occupation / Profession	
Residence Address — Street Number and Name (Apt. No., R.R. No.)					Telephone Numbers Home: Business:
City, Town, Village		Province	Postal Code		
Position:		Dates Position Held From: _____ To: _____			

Surname		Given Name(s)		Occupation / Profession	
Residence Address — Street Number and Name (Apt. No., R.R. No.)					Telephone Numbers Home: Business:
City, Town, Village		Province	Postal Code		
Position:		Dates Position Held From: _____ To: _____			

O. Reg. 528/86, s. 4, part.

REGULATION 1020

GENERAL

1. For the purposes of the definition of "equity capital" in subsection 1 (1) of the Act, the amount of consideration paid in money for which equity shares are issued shall be calculated as the aggregate consideration expressed in Canadian currency for which the equity shares referred to in clause 4 (c) of the Act from time to time outstanding were issued. O. Reg. 410/86, s. 1.

2.—(1) For the purposes of clause 9 (1) (b) of the Act,

- (a) any business activity that involves the production or putting into marketable form of goods or materials by employees of the small business for sale or lease by the small business from raw, unfinished or prepared goods or materials, by changing the form or content of those goods or materials, but not including,

- (i) construction activities, farming or fishing,

- (ii) activities that involve the original production or recording for a motion picture film or videotape of sound material or visual material, unless the visual element of the film or videotape is created and produced primarily by animation,

- (iii) the operation of a producing oil or gas well, or

- (iv) activities that involve the publishing, but not printing, of books, magazines or other printed matter,

is prescribed as manufacturing and processing;

- (b) any business activity that involves the operation and management by the owner of,

- (i) a hotel, motel, resort or other similar establishment principally devoted to the offering of overnight accommodation and facilities incidental and ancillary thereto,

- (ii) a commercial tourist attraction or recreational facility that is designed for and is used principally by tourists, but not including a restaurant or other similar establishment, and

- (iii) a marina,

- (A) in which at least 30 per cent of the available berthing slips are retained by the marina for the exclusive use of transient boaters, and

- (B) that derives at least 50 per cent of its operating revenues from reserved moorings, sales of marine fuel and storage services,

is prescribed as a tourist activity;

- (c) any business activity that involves the publishing of books manufactured and printed in Canada and written or translated substantially by Canadian authors is a prescribed business activity;

- (d) any business activity that involves scientific research, as defined under section 2900 of the regulations made under the *Income Tax Act* (Canada), and that is carried on directly in Canada is a prescribed business activity;

- (e) any business activity that involves the development of computer application or system software programs that are for sale, lease or licensing by the small business and that are marketable to users without modification, other than modification by the user, where,

- (i) employees of the small business carry out all of the phases of research, programming and testing, or

- (ii) the small business manufactures or markets programs and the employees of the small business have carried out all of the phases of research, programming and testing of the programs,

is a prescribed business activity;

- (f) any business activity that involves the provision to business of services that are,

- (i) computer services,

- (ii) architectural, engineering or other professional scientific and related technical services, or

- (iii) services ancillary to or in the nature of manufacturing,

is a prescribed business activity;

- (g) any business activity that involves,

- (i) the production of qualifying films, or

- (ii) the commercial distribution of qualifying films,

is a prescribed business activity;

- (h) any business activity that involves,

- (i) the development of live theatrical events for production in Canada, or

- (ii) the production of live theatrical events staged in Canada,

is a prescribed business activity;

- (i) any business activity that involves the regular publication of a periodical, except a periodical,

- (i) that is produced or published under licence from a publisher who publishes issues of a periodical that are printed, edited or published outside Canada, or

- (ii) the contents of which, except for advertisements, is substantially the same as the contents of one or more issues of one or more periodicals, that was or were printed, edited or published outside Canada,

is a prescribed business activity;

- (j) any business activity that involves,

- (i) the commercial production in Canada of sound recordings on disc, audio cassette or a format that is similar to disc or audio cassette, or

- (ii) the commercial exploitation in Canada of the performing rights, mechanical rights, synchronization rights and other rights to musical works,

is a prescribed business activity; and

- (k) a business activity that involves the provision of a business service to a commercial enterprise, other than the provision of a business service to an enterprise that is an associate or affiliated corporation of the small business, is a prescribed business activity. R.R.O. 1980, Reg. 915, s. 3 (1); O. Reg. 587/81, s. 1; O. Reg. 300/83, s. 2; O. Reg. 25/84, s. 1; O. Reg. 410/86, s. 2 (1); O. Reg. 620/86, s. 1 (1); O. Reg. 216/87, s. 1 (1, 2); O. Reg. 632/87, s. 1 (1).

(2) Where an investment in a small business described in subsection 16 (1) is made by a Northern and Eastern small business development corporation, the manufacturing and processing, tourist activity and business activities described in subsection (1) and any business activity that involves the provision of services ancillary to the mining and forestry industries including,

- (a) transportation services for persons or materials to or from a logging or mining site;
- (b) transportation services provided to commercial enterprises engaged in activities ancillary to the mining or forestry industry described in clause (a);
- (c) equipment sales, rental, servicing and installation, where the sales, rental, service or installation is rendered to persons who are engaged directly or indirectly in the mining or forestry industry;
- (d) equipment sales, rental, servicing and installation rendered to a commercial enterprise that is ancillary to a mining or forestry industry described in clause (c);
- (e) the design, engineering or installation of equipment unique to or specifically dedicated for use in the mining or forestry industry or a commercial enterprise that is ancillary to the mining or forestry industry;
- (f) cone and gum gathering, forest fire fighting, reforestation and protection services provided directly or indirectly to the forestry industry;
- (g) the operation of a farm or nursery to provide seedlings or saplings to the forestry industry;
- (h) forestry and mining engineering, geological and geophysical services;
- (i) contract mine exploration services; and
- (j) assaying, geophysical prospecting, gravimetric and hydrographic services and magnometric and seismographic surveying,

are prescribed business activities for the purpose of subclause 9 (1) (b) (iii) of the Act. O. Reg. 410/86, s. 2 (2).

(3) In clause (1) (c),

"book" means a bound, non-periodical publication that contains no paid advertising and that is published solely for educational, technical, cultural or literary purposes; and

"Canadian author" means a writer or translator who is a Canadian citizen or who has been lawfully admitted to Canada for permanent residence. R.R.O. 1980, Reg. 915, s. 3 (2).

(4) For the purpose of subclause (1) (f) (i), "computer services" means the provision by the small business of,

- (a) access to a computer database;
- (b) access to computer hardware, software programs or related equipment and material directly controlled by the small business on a time-share, leased-time, rented-time or fee-for-service basis;
- (c) training in computer applications or operations;
- (d) services of data entry personnel on a temporary or casual basis;
- (e) services of trained technicians or other personnel for the identification and correction of computer and computer

related malfunctions and for the repair and maintenance of computer systems;

- (f) services of systems analysts or programmers on a temporary or casual basis;
- (g) microfiche transfers, graphics, format conversions and other speciality services directly related to the computer industry;
- (h) consultation, advice, analyses or reports with respect to the attributes of various computer hardware and software systems as they relate to the specific needs of individual computer users; or
- (i) access to data and communications networks,

to users all of whom use the service in the ordinary course of carrying on business but does not include the sale, rental or lease of computer hardware, software or related materials and equipment, computer brokerage or any similar service.

(5) For the purpose of subclause (1) (f) (ii), the provision by the small business of a service that is,

- (a) the practice of architecture as defined in the *Architects Act* where the small business may perform that service under the provisions of that Act;
- (b) the practice of professional engineering as defined in the *Professional Engineers Act* under the authority of a certificate of authorization issued under that Act; or
- (c) research, analysis and reporting in any field of mathematical, physical or natural science, laboratory testing, hydrographic or land surveying, industrial designing or advising on energy conservation where the service is not,
 - (i) a business consulting or similar service, or
 - (ii) a legal or accounting service,

is an architectural, engineering or other professional scientific or related technical service.

(6) For the purpose of subclause (1) (f) (iii), a service ancillary to or in the nature of manufacturing means the provision by the small business to other commercial enterprises of a service that would constitute a prescribed manufacturing or processing activity but for the fact that the small business does not own the goods or materials on which an activity is performed. O. Reg. 620/86, s. 1 (2).

(7) For the purposes of clause (1) (g),

- (a) "qualifying film" means,
 - (i) a "certified production" or a "certified feature film" as defined in subsection 1104 (2) of the regulations made under the *Income Tax Act* (Canada), or
 - (ii) a production that, subsequent to the completion of principal photography, is recognized as a "Canadian program" by the Canadian Radio-television and Telecommunications Commission as set out in Public Notice CRTC 1984-94,

other than productions of a promotional, advertising, institutional or industrial nature;

- (b) a small business shall not be considered to be involved in the production of qualifying films,
 - (i) unless throughout each year following the date of the initial investment by the small business development corporation at least 51 per cent of the aggregate

development and production costs incurred by the small business and any associates of the small business, on their own behalf or on behalf of others, are incurred in the development and production of qualifying films, or

(ii) if the small business has been established for the purpose of producing a single qualifying film; and

(c) a small business shall not be considered to be involved in the distribution of qualifying films unless, throughout each year following the date of the initial investment by the small business development corporation, at least 20 per cent of all distribution expenditures incurred by the small business and any associates of the small business, on their own behalf or on behalf of others, are directly related to the distribution of qualifying films.

(8) For the purposes of clause (1) (h), "live theatrical events" means live theatrical events,

(a) that have been authored by one or more individuals who are permanent residents within the meaning of the *Immigration Act* (Canada); or

(b) in which 90 per cent of the persons who regularly participate in the company of the theatrical performance are individuals who are permanent residents within the meaning of the *Immigration Act* (Canada),

but does not include circuses, events staged on ice, entertainment primarily featuring nudity or events that are solely musical or sporting in nature.

(9) For the purposes of clause (1) (i),

"periodical" means a medium of communication in print or machine readable format that,

(a) is issued no less than four and no more than fifty-two times in a year,

(b) contains at least 30 per cent editorial material,

(c) is distributed on a non-confidential and non-membership basis,

(d) is subject to audit by the Audit Bureau of Circulation or the Canadian Circulations Audit Board, and

(e) where the periodical is printed, is fastened together by being bound, stapled, stitched or glued;

"editorial material" means news, articles of comment on or analysis of the news or articles with respect to other topics of interest to the public or to a segment of the public but does not include advertisements, catalogues, directories or listings;

"substantially the same" means more than 20 per cent the same.

(10) For the purposes of clause (1) (j), a corporation shall be considered to produce sound recordings or to commercially exploit rights to musical works if at least 51 per cent of the corporation's total annual expenditures are devoted to product development that meets the minimum Canadian Radio-television and Telecommunication Commission's M.A.P.L. code requirements of two of four categories for sound recordings on disc or audio cassette or of one of two categories for rights exploitation. O. Reg. 216/87, s. 1 (3).

(11) For the purposes of clause (1) (k),

"business service" includes an activity involving the provision of labour or of labour and materials that benefits a commercial enterprise, but does not include,

(a) a service,

(i) to or for the personal benefit of an individual, or

(ii) for or by a corporation that is or has been registered as a small business development corporation, and

(b) food, travel, entertainment, social and recreational services unless the services are necessary or incidental to the principal activity of the commercial enterprise;

"commercial enterprise" includes a non-profit organization, a government and a government agency.

(12) Where the services referred to in clause (b) of the definition of "business service" in subsection (11) are provided as a benefit to any employee of the commercial enterprise under a contract, agreement, collective agreement or arrangement governing that person's employment relationship, the services shall not be considered to be necessary or incidental to the principal activity of the commercial enterprise. O. Reg. 632/87, s. 1 (2).

3.—(1) For the purposes of clause 9 (1) (b) of the Act, a small business is primarily engaged in a business activity or activities prescribed by subsection 2 (1) if the aggregate of,

(a) the percentage, expressed as a decimal fraction, that the assets used in the activity or activities is of the assets used in the total operations of the small business; and

(b) the percentage, expressed as a decimal fraction, that the wages and salaries paid in respect of the activity or activities is of the wages and salaries paid in respect of the total operations of the small business,

exceeds the number 1. R.R.O. 1980, Reg. 915, s. 4 (1).

(2) Where a small business is commencing its first operations in a business activity or activities prescribed by subsection 2 (1), other than an activity prescribed under clause 2 (1) (g), as of the date of investment by a small business development corporation, the small business is deemed to be primarily engaged in the activity or activities if, not later than twelve months following the date of investment by the small business development corporation in the small business, the small business is primarily engaged in the activity or activities in accordance with subsection (1).

(3) Where a small business is commencing its first operations in a business activity or activities prescribed under subclause 2 (1) (g) (i) as of the date of investment by the small business development corporation, the small business is deemed to be primarily engaged in the activity or activities if, not later than twenty-four months following the date of investment by the small business development corporation in the small business, the small business and any associates of the small business, on their own behalf or on behalf of others, have incurred and continue to incur, development and production costs, 51 per cent of which are incurred directly in the production of qualifying films and the small business is primarily engaged in film production in accordance with subsection (1).

(4) For the purpose of clause (1) (a), any asset held by a partnership of which the small business is a partner and any interest of the small business in a partnership shall not be assets of the small business used in a business activity or activities prescribed by subsection 2 (1). O. Reg. 300/83, s. 3 (2).

4. For the purposes of clause 9 (1) (c) of the Act, an eligible investment representing net new equity capital shall be calculated as the difference between,

(a) the fair market value, at the date of purchase or redemption by the small business or an affiliated corporation, directly or indirectly, of any previously issued shares of the small business or an affiliated corporation; and

- (b) the purchase price for which the newly issued equity shares of the small business have been purchased or acquired by the small business development corporation. R.R.O. 1980, Reg. 915, s. 5; O. Reg. 300/83, s. 4.

5. For the purposes of subsection 10 (2) of the Act, the deposit of assets of a small business development corporation in a corporation incorporated as a credit union or caisse populaire under the *Credit Unions and Caisses Populaires Act*, or a predecessor of that Act, is prescribed as an authorized investment. R.R.O. 1980, Reg. 915, s. 6.

6.—(1) The annual rate of interest payable under section 32 of the Act shall be reviewed semi-annually and adjusted effective on the 1st day of April and the 1st day of October in each year, and shall remain in force until the next adjustment date, and the rate shall be the mean rate rounded to the nearest whole percentage point of the lowest interest rates charged to their most credit-worthy borrowers for prime business loans by the Royal Bank of Canada, the Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and the Toronto Dominion Bank, and

- (a) where the date of the interest adjustment is the 1st day of April, the rate shall be based on the mean interest rates effective on the immediately preceding 15th day of January; and
- (b) where the date of the interest adjustment is the 1st day of October, the rate shall be based on the mean interest rates effective on the immediately preceding 15th day of July,

and the Minister shall cause the rate to be printed in *The Ontario Gazette* published next after the coming into force of the adjusted rate.

(2) Where a calculation of interest is made under the Act with respect to any period, the rate of interest payable with respect to each portion of the period of calculation shall be the rate of interest in effect for that portion of the period as prescribed under subsection (1). O. Reg. 506/83, s. 1.

7.—(1) For the purposes of the Act, "small business" means a corporation having not more than 150 employees, excluding directors and officers of the corporation. O. Reg. 25/84, s. 2 (1).

(2) For the purposes of subsection (1),

- (a) an employee of a corporation that is affiliated with the corporation or would be affiliated with the corporation but for equity shares held by a small business development corporation shall be deemed to be an employee of the corporation;
- (b) an employee of a corporation participating in a joint venture or of a corporation affiliated with such a corporation shall be deemed to be an employee of each corporation participating in the joint venture;
- (c) an employee is one who works a total of twenty hours or more per week for the corporation, a corporation referred to in clause (a), a corporation participating in a joint venture with the corporation or a corporation affiliated with such a corporation, or any combination thereof, and includes an employee hired through a temporary help agency;
- (d) the determination of whether a corporation has not more than 150 employees shall be based upon the average number of employees for the twelve month period commencing on the date of investment in the corporation by the small business development corporation; and
- (e) the Minister shall be satisfied that the corporation, any corporations referred to in clause (a), any corporations participating in a joint venture with the corporation and any cor-

porations affiliated with such corporations have not reduced the number of employees for a purpose primarily related to enabling the corporation to become an eligible small business. O. Reg. 25/84, s. 2 (2).

(3) For the purposes of subsection (1), "officer" means the chair and any vice-chair of the board of directors, the president, vice-president, the secretary, any assistant secretary, the treasurer, any assistant treasurer, the general manager, or any other person designated an officer by by-law or by resolution of the directors or any other individual who performs functions for the corporation similar to those normally performed by any individual occupying any such office. R.R.O. 1980, Reg. 915, s. 8 (3).

(4) For the purposes of clause 2 (c), an employee is hired through a temporary help agency if the agency is in the business of supplying temporary help services or similar services and the employee is required to perform work or services at the place of business of the corporation retaining the services of the agency, for which the corporation pays a fee or other remuneration to the agency, and not to the employee, in respect of the work or services performed by the employee. O. Reg. 300/83, s. 5 (2).

(5) Despite subsection (1), a corporation shall not be a small business for the purposes of the Act unless the Minister is satisfied that,

- (a) the stated capital of the corporation and any previously affiliated corporation has not been reduced or otherwise varied; and
- (b) there have been no changes in the shareholders of the corporation and any previously affiliated corporation,

for a purpose primarily related to enabling the corporation to qualify as a small business. O. Reg. 300/83, s. 5 (3), *part*; O. Reg. 410/86, s. 3.

(6) Despite subsection (2), the Minister may deem a corporation to be a small business if the Minister is satisfied that the corporation will qualify as a small business at the end of the twelve month period commencing on the date of investment in the corporation by the small business development corporation. O. Reg. 300/83, s. 5 (3), *part*.

(7) For the purposes of subsection 13 (4) of the Act, the prescribed number of maximum permitted employees is 300, determined in the same manner as the number of employees of the corporation is determined for the purposes of subsection (1). O. Reg. 25/84, s. 2 (3).

8. In determining the amount of equity capital of a small business development corporation for the purposes of section 7 of the Act, all equity shares issued and outstanding at the date of registration of the small business development corporation under the Act shall be deemed to have been issued on the date of registration. O. Reg. 632/84, s. 1.

9. For the purposes of clause 10 (1) (e) of the Act,

- (a) that portion of the investment by a small business development corporation in a small business that,
- (i) is described in clause 9 (1) (c) of the Act, where the investment does not represent net new equity capital but the equity shares are issued as part of a transaction involving the purchase or redemption of previously issued shares of the small business or an affiliated corporation that are owned by a person who is not a shareholder or an associate of a shareholder of the small business development corporation,
- (ii) is described in clause 14 (a) or (b), where the repayment of the loan or the payment of dividends is made to a person who is not a shareholder or an

associate of a shareholder of the small business development corporation,

(iii) is described in clause 14 (c), where the vendor is not a shareholder or an associate of a shareholder of the small business development corporation,

(iv) is described in clause 14 (d), where the Minister is satisfied that the debt was not incurred primarily for the purpose of enabling the investment in the small business to qualify as a prescribed form of asset, or

(v) represents net new capital in the form of shares issued to the small business development corporation by a small business that would otherwise qualify as an eligible investment, and that,

(A) have a preference over other shares as to the payment of dividends but no further right to participate in the distribution of profits of the corporation,

(B) carry the right to such dividends at a rate acceptable to the Minister, whether the rate is set out in the articles of the corporation or is at the discretion of the directors of the corporation,

(C) carry no voting rights except as required under the *Business Corporations Act*, and

(D) carry no right to receive any property or money in excess of the fair market value or the consideration paid on the issue of the shares in the event that the eligible small business redeems, acquires, cancels or otherwise reduces the stated capital account with respect to those shares or in the event the eligible small business winds up, dissolves or reorganizes its business;

(b) the acquisition by a small business development corporation of a small business development bond as defined under section 15.1 of the *Income Tax Act* (Canada) issued by a small business 75 per cent or more of whose wages and salaries are paid in respect of operations in Ontario; and

(c) debt obligations issued by a shareholder of a small business in order to acquire shares of the small business from a small business development corporation,

are a prescribed form of asset. O. Reg. 587/81, s. 3; O. Reg. 300/83, s. 6; O. Reg. 410/86, s. 4.

10. For the purposes of subsection 20 (5) of the Act, a pension fund that complies with the following terms and conditions shall be deemed to be a person ordinarily resident in Ontario:

1. The pension fund shall be,

(i) a registered pension fund or plan as defined under subsection 248 (1) of the *Income Tax Act* (Canada),

(ii) a deferred profit sharing plan as defined under section 147 of the *Income Tax Act* (Canada),

(iii) a limited partnership, while it is registered under and conducting its affairs in accordance with the *Limited Partnerships Act*, of which,

(A) each of the partners is a pension plan or fund registered under the *Income Tax Act* (Canada), with at least 10 per cent of its contributors ordinarily resident in Ontario, or a pension fund under subparagraph (v), or

(B) each of the limited partners is a partner described in sub-subparagraph (A) and each general partner that is not a partner described in sub-subparagraph (A) provides a waiver, intended to bind that general partner, of any interest it may have or acquire in grants or tax credits payable or allowable to the limited partnership under the Act by reason of the limited partnership's acquisition of equity shares of a small business development corporation,

(iv) a pooled fund trust established under the regulations made under the *Income Tax Act* (Canada), comprising a number of pension funds or plans registered under the *Income Tax Act* (Canada), pursuant to which a separate trust fund makes investments on behalf of the participating pension funds or plans, each of which has acquired an interest or units in the pooled fund trust, if,

(A) at least 10 per cent of the contributors to each of the pension funds and plans are ordinarily resident in Ontario, or

(B) in the case of a pooled fund trust comprising one or more registered retirement savings plans, as defined in subsection 146 (1) of the *Income Tax Act* (Canada), the beneficiary of each trust governing the registered retirement savings plans is or is deemed to be ordinarily resident in Ontario under the regulations made under subsection 20 (7) of the Act, or

(v) a pension corporation within the meaning of the *Income Tax Act* (Canada), if,

(A) the pension corporation holds all its assets exclusively for the benefit of one or more pension plans or funds registered under the *Income Tax Act* (Canada) and at least 10 per cent of the contributors to each of the pension plans and funds are ordinarily resident in Ontario, or

(B) all the shares and rights to acquire shares of the capital stock of the pension corporation are beneficially owned by one or more pension plans or funds registered under the *Income Tax Act* (Canada) and at least 10 per cent of the contributors to each of the pension plans and funds are ordinarily resident in Ontario.

2. A contributor to the pension fund shall be an employee or member covered by the pension fund pursuant to an agreement under which,

(i) the employee or member makes direct financial payments to the fund, or

(ii) the employer alone makes financial payments to the fund as part of the employment relationship.

3. The percentage of contributors resident in Ontario shall be determined as of the date of purchase by the pension fund of equity shares in a small business development corporation. R.R.O. 1980, Reg. 915, s. 11; O. Reg. 300/83, s. 7; O. Reg. 25/84, s. 3.

11. For the purposes of subsection 20 (6) of the Act, a corporation that has a permanent establishment in Ontario for the purposes of the *Corporations Tax Act* and is exempt from the payment of tax on its taxable income under section 49 of that Act is a prescribed corporation. O. Reg. 25/84, s. 4.

12. A corporation shall be deemed to be controlled by another person or corporation if the other person or corporation, either alone or together with an associate or associates or affiliated corporation or corporations or any combination thereof, has the right by agreement or otherwise to nominate or elect more than 50 per cent of the board of directors or more than 50 per cent of the executive committee of the board of directors of the first-mentioned corporation. O. Reg. 300/83, s. 10, *part*.

13. The Minister may at any time require a small business development corporation to provide sufficient information to establish to the Minister's satisfaction that the small business development corporation has complied with the provisions of the *Securities Act* in relation to the means by which the corporation is capitalized. O. Reg. 300/83, s. 10, *part*.

14. For the purposes of subclause 9 (1) (d) (v) of the Act, an investment by a small business development corporation in a small business shall not be an eligible investment if the small business uses the investment for the purpose of,

- (a) repayment of a loan advanced to the small business by its shareholders, by persons who were its shareholders at the time the loan funds were advanced, by associates of its shareholders, or by persons who were associates of its shareholders at the time the loan funds were advanced, except for a loan advanced by a small business development corporation;
- (b) payment of dividends;
- (c) funding all or part of the purchase price of any tangible and intangible assets acquired by a small business from a sole proprietorship, partnership, corporation or joint venture, where the assets include all or substantially all the assets (exclusive of trade accounts receivable and investments) of a business carried on by the vendor, unless the Minister is satisfied that the shareholders of the small business who are not small business development corporations are investing sufficient additional equity capital in the small business to equal or exceed the amount by which the purchase price of all assets acquired exceeds the difference between the amount of the liabilities of the vendor at the time of the sale of the assets and the aggregate of,
 - (i) amounts loaned or advanced to the vendor by any of its shareholders, partners or associates and by associates of any shareholders and partners of the vendor, and
 - (ii) liabilities of the vendor which in the opinion of the Minister were incurred for the purpose of reducing the capital investment that would otherwise be required by shareholders of the small business under this clause;
- (d) repayment of any debt which in the opinion of the Minister was incurred directly or indirectly for a purpose set out in clause (a), (b) or (c); or
- (e) payment of,
 - (i) a debt owed by the small business, including amounts payable on the purchase of assets, goods or services and the amount of any loans and advances owed by the small business, where the debt is owed to a shareholder or an associate of a shareholder of the small business development corporation, or
 - (ii) a debt which in the opinion of the Minister was incurred directly or indirectly for the purposes of payment of a debt described in subclause (i),

unless,

- (iii) before the date the small business incurred the debt, the Minister has consented in writing to the use of the investment for the purposes of the payment,
- (iv) the small business development corporation is widely held and the debt arose as a result of the purchase or sale of goods or services under the circumstances referred to in subsection 12 (2) of the Act, or
- (v) the Minister is satisfied before the payment of the debt that additional equity capital in an amount equal to or exceeding the amount of the payment is being invested in the small business by any of its shareholders that is not a small business development corporation. O. Reg. 300/83, s. 11; O. Reg. 25/84, s. 6; O. Reg. 632/84, s. 2; O. Reg. 410/86, s. 6.

15.—(1) For the purpose of subsection 8 (3) of the Act, upon the redemption, purchase or other acquisition of an equity share issued by a small business development corporation in consideration for equity capital in relation to which a grant or tax credit has been paid or allowed at the rate of 30 per cent, the amount of the payment from the trust fund to a shareholder of the small business development corporation is the amount obtained by subtracting the aggregate of,

- (a) any portion of the amount payable by the small business development corporation to the Minister under section 24 of the Act by reason of the redemption, purchase or acquisition of those equity shares that remains unpaid at the time of the payment from the trust fund; and
- (b) an amount equal to the amount of interest earned on the amount paid into the trust fund on the issue of that equity share from the date of issue of the equity share or the date of registration of the small business development corporation under the Act, whichever is later,

from 30 per cent of the amount for which that equity share was originally issued or 30 per cent of the consideration payable by the small business development corporation to the shareholder on the redemption, purchase or other acquisition of that share, whichever is the lesser.

(2) For the purpose of subsection 8 (3) of the Act, upon the redemption, purchase or other acquisition of an equity share issued by a small business development corporation in consideration for equity capital in relation to which a grant or tax credit has been paid or allowed at the rate of 25 per cent, the amount of the payment from the trust fund to a shareholder of the small business development corporation is the amount obtained by subtracting the aggregate of,

- (a) any portion of the amount payable by the small business development corporation to the Minister under section 24 of the Act by reason of the redemption, purchase or acquisition of those equity shares that remains unpaid at the time of the payment from the trust fund; and
- (b) an amount equal to the amount of interest earned on the amount paid into the trust fund on the issue of that equity share from the date of issue of that equity share or the date of registration of the small business development corporation under the Act, whichever is later,

from 25 per cent of the amount for which that equity share was originally issued or 25 per cent of the consideration payable by the small business development corporation to the shareholder on the redemption, purchase or other acquisition of that share, whichever is the lesser.

(3) For the purposes of subsections (1) and (2), an amount paid from the trust fund to a shareholder shall be considered to form part of the gross consideration payable to the shareholder on the redemp-

tion, purchase or other acquisition of the share. O. Reg. 410/86, s. 7.

16.—(1) For the purposes of subsection 7 (4) and subclause 9 (1) (a) (i) of the Act, an investment by a small business development corporation is an investment in a small business primarily located in northern and eastern Ontario where the permanent establishment of the small business referred to in subclause 9 (1) (a) (i) of the Act is located in,

- (a) the County of Dundas, Frontenac, Glengarry, Grenville, Haliburton, Hastings, Lanark, Leeds, Lennox and Addington, Northumberland, Peterborough, Prescott, Prince Edward, Renfrew, Russell or Victoria;
- (b) the Town of Newcastle;
- (c) The Regional Municipality of Ottawa-Carleton; or
- (d) the Territorial Districts of Algoma, Cochrane, Kenora, Manitoulin, Muskoka, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay or Timiskaming.

(2) For the purposes of subsection 7 (4) of the Act, an investment by a small business development corporation shall be considered to be an investment in a small business that is a new enterprise if the small business did not carry on business before the date of the investment or commenced its business operations within the twelve months immediately preceding that date.

(3) Subsection (2) does not apply where the small business has acquired or acquires within the twelve months following the date of an investment by the small business development corporation, a significant portion of its business assets from a person who has carried on within the twelve months immediately preceding the acquisition, the same or a similar business to the business carried on or to be carried on by the small business unless such acquisition is from a receiver, receiver-manager, a trustee in bankruptcy or a secured creditor selling pursuant to a right of sale under a security agreement. O. Reg. 410/86, s. 8.

17. For the purposes of clause 20 (2) (b) of the Act, an applicant is ordinarily resident in Ontario if the applicant,

- (a) is a Canadian citizen or has been lawfully admitted to Canada for permanent residence without qualification or condition; and
- (b) has resided or sojourned in Ontario for a period of at least 183 days in the 365 days immediately preceding the date on which the determination is to be made. O. Reg. 632/84, s. 4.

18. For the purposes of paragraph 4 of section 24 of the Act, an amount in respect of a "reduction of stated capital" or of a "reduction to the stated capital accounts" shall include any amount paid or payable to the Minister under that section. O. Reg. 410/86, s. 9.

REGULATION 1021

TERMS AND CONDITIONS RELATING TO BENEFICIAL OWNERSHIP OF EQUITY SHARES

1. For the purposes of subsection 20 (7) of the Act,

- (a) where a person applying for a grant is the registered owner of equity shares of a small business development corporation and holds the shares as trustee of a trust governing a registered retirement savings plan, as defined under subsection 146 (1) of the *Income Tax Act* (Canada), or a group of registered retirement savings plans, the beneficial owner or owners of such shares shall be ordinarily resident in Ontario, and the beneficial owner or owners shall be deemed to be ordinarily resident in Ontario if the registered owner is ordinarily resident in Ontario or has a permanent establishment in Ontario for the purposes of the *Corporations Tax Act*; and
- (b) where a person applying for a grant is the registered owner of equity shares of a small business development corporation and does not hold the shares as a trustee of a trust governing a registered retirement savings plan or a group of registered retirement savings plans, the beneficial owner or owners of the shares shall be ordinarily resident in Ontario. O. Reg. 299/83, s. 1.

St. Clair Parkway Commission Act *Loi sur la Commission de la promenade Sainte-Claire*

REGULATION 1022

GENERAL

DEFINITIONS

1. In this Regulation,

“camp-site” means a parcel of land that is operated by the Commission for the purpose of camping, the boundaries of which may be identified by posts, markers or other means;

“comfort station” means a building containing flush water closets, electrical lighting and running water;

“Commission” means The St. Clair Parkway Commission;

“General Manager” means the official who has been appointed by by-law of the Commission as the Secretary-Treasurer and General Manager;

“motorized snow vehicle” means a motorized snow vehicle as defined in the *Motorized Snow Vehicles Act*;

“officer” means any person appointed by the Commission to enforce this Regulation;

“parks” means an area consisting of one parcel or, where two or more parcels are contiguous, the contiguous parcels of land owned or operated by the Commission; and

“vehicle” means a vehicle as defined in the *Highway Traffic Act*. R.R.O. 1980, Reg. 906, s. 1.

CONDUCT OF PERSONS USING THE PARKS

2. No person shall,

- (a) remove or damage any plant, shrub or tree;
- (b) deface, remove or damage any property of the Commission; or
- (c) go upon any area that is not maintained for the purpose, as indicated by signs posted,

within the Parks. R.R.O. 1980, Reg. 906, s. 2.

3.—(1) No person shall,

- (a) use abusive, insulting, obscene or threatening language or make excessive noise or conduct himself or herself in a manner that unnecessarily interferes with the use and enjoyment of the parks by other persons;
- (b) throw stones or other missiles;
- (c) assault other persons, or perform any act that causes or is likely to cause a danger for other persons;
- (d) beg, solicit or invite subscriptions or contributions; or
- (e) sell or offer for sale any article, thing or service unless authorized in writing by the Commission,

within the parks.

(2) An officer who believes on reasonable and probable grounds that a person has contravened subsection (1), may remove the person from the parks and the Commission may cancel any permits of the person pertaining to the parks in which the contravention occurred.

(3) Where a permit is cancelled in accordance with subsection (2), the permittee is not entitled to a refund of any fee, toll or admission charge.

(4) No person who has been removed from the parks under subsection (2) shall within the following seventy-two hour period enter or attempt to enter the parks from which that person was removed without permission of the Commission. R.R.O. 1980, Reg. 906, s. 3.

4. No person shall conduct a public meeting or perform any act that causes persons to congregate or is likely to cause persons to congregate within the parks, except under the authority of a permit therefor issued by the General Manager. R.R.O. 1980, Reg. 906, s. 4.

5. No person shall,

- (a) be in possession of, or fire or discharge any firearm, rocket or fireworks of any type or kind;
- (b) kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird, animal or reptile; or
- (c) pick, collect or gather worms for commercial purposes, within the parks, except,
 - (i) in an area designated by the Commission for the purpose, and
 - (ii) under the authority of a permit issued by the General Manager. R.R.O. 1980, Reg. 906, s. 5.

6. No person shall discard any refuse or abandon any object in the Parks except in containers provided by the Commission for the purpose. R.R.O. 1980, Reg. 906, s. 6.

7. No person shall litter the Parks with refuse. R.R.O. 1980, Reg. 906, s. 7.

8. No person shall erect, post, paste, fasten, paint or affix any placard, bill, notice or sign within the parks unless a permit therefor is first obtained from the General Manager. R.R.O. 1980, Reg. 906, s. 8.

9.—(1) No person shall light or maintain a fire in the Parks except,

- (a) in fireplaces provided by the Commission for the purpose; or
- (b) in a place designated by an officer.

(2) No person who lights a fire in the Parks shall leave the fire unattended.

(3) No person shall smoke in a building or other structure in the Parks where the Commission has erected a sign forbidding smoking. R.R.O. 1980, Reg. 906, s. 9.

10.—(1) No person shall permit an animal to be kept in the Parks unless it is on a leash that does not exceed two metres in length.

(2) No person shall ride a horse within the Parks, other than on a public highway, except in such areas and at such times as are designated by the Commission for the purpose.

(3) No person shall permit an animal to be in any waters which are set aside for wading, bathing or swimming within the parks. R.R.O. 1980, Reg. 906, s. 10.

11.—(1) No person shall operate a vehicle in the Parks except on a roadway or other place designated for the purpose.

(2) No person shall operate a motor vehicle in the Parks at a greater rate of speed than 25 kilometres per hour.

(3) An officer may direct traffic where necessary to prevent or relieve congestion.

(4) No person shall operate a commercial vehicle as defined in the *Truck Transportation Act* within the Parks except for the purpose of making deliveries within the Parks.

(5) No person shall park a vehicle in the Parks in a place other than one designated for the purpose by an officer. R.R.O. 1980, Reg. 906, s. 11.

12.—(1) No person shall operate a motorized snow vehicle in the parks except,

- (a) under the authority of a permit therefor issued by the General Manager; and
- (b) in a part thereof that is designated by the Commission for the purpose.

(2) Every operator of a motorized snow vehicle shall produce the permit to operate the vehicle in the Parks for inspection by an officer upon request.

(3) No person shall operate a motorized snow vehicle in the Parks except where a permit under the *Motorized Snow Vehicles Act* has been issued therefor. R.R.O. 1980, Reg. 906, s. 12 (1-3).

(4) A person shall not operate a motorized snow vehicle in the Parks unless the person is insured under a motor vehicle liability policy in accordance with the *Insurance Act* in respect thereof. R.R.O. 1980, Reg. 906, s. 12 (4), *revised*.

13. No person shall be in the Parks after sundown and before 9 a.m. without a permit specifically therefor issued by the Commission. R.R.O. 1980, Reg. 906, s. 13.

14. No person shall hold an organized group picnic except in an area operated by the Commission for the purpose. R.R.O. 1980, Reg. 906, s. 14.

15. No person shall engage in athletic games or similar forms of recreation except in such parts of the Parks as are designated by an officer for the purpose. R.R.O. 1980, Reg. 906, s. 15.

16.—(1) The fees payable at the St. Clair Parkway Golf Course at Mooretown are as set out in this section.

(2) The daily fee per person for nine holes of play is \$14 and for eighteen holes of play is \$19.

(3) Despite subsection (2), the fee is \$11.20 for nine holes of play,

- (a) after 5 p.m. during April, May, September and October; and
- (b) after 6 p.m. during June, July and August.

(4) The annual fee to use the golf course at any time is,

- (a) \$699 for a person more than seventeen and less than sixty-five years of age;
- (b) \$325 for a person less than eighteen years of age;
- (c) \$350 for a person sixty-five or more years of age;
- (d) \$1,049 for two persons from the same household;

(e) \$1,200 for more than two persons from the same household, with a maximum of two people who are more than seventeen and less than sixty-five years of age.

(5) The annual fee to use the golf course only after 2 p.m. is \$350.

(6) The annual fee to use the golf course only on weekdays is \$375.

(7) The daily rental fee for a gas golf cart is \$12 for nine holes and \$20 for eighteen holes of play.

(8) The daily rental fee for a pull golf cart is \$2.50 for nine or eighteen holes of play. O. Reg. 196/90, s. 1.

CAMPING

17.—(1) In this section and sections 18 to 21,

“camp-site permit” means a permit issued for the purposes referred to in subsection 19 (1);

“seasonal camp-site permit” means a permit issued for the purposes referred to in subsection 20 (1).

(2) No person shall camp in the Park except under the authority of a camp-site permit or seasonal camp-site permit issued by the officer in charge of a camping area.

(3) A camp-site permit and seasonal camp-site permit expires at 2 p.m., local time, on the last day of the period for which it is issued.

(4) Upon vacating a camp-site, the permittee shall surrender his or her permit to the officer in charge of the camp-site.

(5) Where the permit is surrendered before its expiry, the permittee is not entitled to any refund. R.R.O. 1980, Reg. 906, s. 17.

18.—(1) Where a person has been issued a campsite permit, the person shall not leave the camp-site unattended for a period exceeding forty-eight hours without the written permission of the General Manager.

(2) Where the holder of a permit fails to comply with subsection (1), the General Manager may cancel the permit, and may remove all equipment from the camp-site to an area for safekeeping. R.R.O. 1980, Reg. 906, s. 18.

19.—(1) A camp-site permit authorizes the holder and his or her party to camp on the camp-site designated in the permit for the period specified in the permit or for fourteen days, whichever is less. O. Reg. 383/83, s. 2, *part*.

(2) The fee for a camp-site permit is,

- (a) \$13.25 for a permit valid for one day for a site with electrical power;
- (b) \$79.50 for a permit valid for seven days for a site with electrical power;
- (c) \$11.25 for a permit valid for one day for a site without electrical power. O. Reg. 196/90, s. 2.

(3) Despite subsection (2), the fee payable by a person sixty-five years of age or over for a daily camp-site permit on any day except a Friday, Saturday, Sunday or statutory holiday is one-half the fee prescribed under that subsection.

(4) No more than six persons, except a single family group consisting of parents and their unmarried children residing with them, may occupy a camp-site. O. Reg. 383/83, s. 2, *part*.

20.—(1) A seasonal camp-site permit authorizes the holder and his or her party to camp on the camp-site designated in the permit from the second Friday in May to the second Sunday in October in any year, both inclusive. O. Reg. 383/83, s. 3, *part*.

(2) The fee for a season camp-site permit is,

(a) \$525 for Lambton-Cundick park; and

(b) \$625 for Cathcart and Marine parks. O. Reg. 196/90, s. 3.

21.—(1) Subject to subsection (2), a camp-site permit, or seasonal camp-site permit is authority for the permittee to park on the camp-site one vehicle and a trailer.

(2) No person except the holder of a valid seasonal camp-site permit shall park any vehicle or trailer on a camp-site in the Parks for a total period of more than fourteen days in any one calendar year.

(3) The officer in charge of a camping area may issue an additional vehicle permit to the holder of a valid camp-site permit or seasonal camp-site permit, or the guests of the permit holder where an area designated for the purpose of parking additional vehicles is available.

(4) No person shall park a vehicle for which an additional vehicle permit has been issued except in an area designated for that purpose. R.R.O. 1980, Reg. 906, s. 21 (1-4).

(5) The fee payable for an additional vehicle permit is \$3.15 for each twenty-four hour period from 2 p.m. to 2 p.m. on the following day. R.R.O. 1980, Reg. 906, s. 21 (5); O. Reg. 383/83, s. 4.

22.—(1) In this section,

“boat” means a boat of any description;

“season” means the period from the 1st day of April to the 31st day of October, both inclusive. R.R.O. 1980, Reg. 906, s. 22 (1).

(2) The fee at The St. Clair Parkway Marine Park at Mitchell's Bay,

(a) to launch a boat is \$5 per day or \$99 per season;

(b) to rent a boat with a motor is \$40 per day from sunrise to sunset or \$27 per half day;

(c) to rent a boat without a motor is \$17 per day from sunrise to sunset;

(d) to moor a boat for a day is 70 cents per foot length of the boat;

(e) to moor a boat for a month is \$7.75 per foot length of the boat;

(f) to moor a boat for a season is the sum of,

(i) \$24.50 per foot length of the boat,

(ii) \$80 per electrical outlet, if electrical power is supplied, and

(iii) \$50 if the boat is moored in area A or F at a dock side berth with onshore amenities;

(g) to use the dumping station to empty holding tanks is \$8 per boat or trailer. O. Reg. 196/90, s. 4.

(3) Where subsection (2) prescribes a fee for a season, the fee shall be reduced by 10 per cent for a person who pays it in full on or before the 31st day of January in the year to which the seasonal fee relates. O. Reg. 259/84, s. 4, *part*.

(4) No person, except the holder of a season permit, shall moor any boat in the parks for a total period of more than fourteen days in any calendar year. R.R.O. 1980, Reg. 906, s. 22 (3).

23.—(1) No boat may be moored at the Sarnia Bay Marina for more than fourteen days in any calendar year except under clause (2) (b). O. Reg. 151/86, s. 5, *part*.

(2) The daily fee to moor a boat at the Sarnia Bay Marina is 70 cents per foot length of the boat plus, if electrical power is supplied, \$2 per electrical outlet.

(3) The fee to moor a boat at the Sarnia Bay Marina for a season is \$51.50 per foot length of the boat plus, if electrical power is supplied, \$80 per electrical outlet.

(4) The fee to use the dumping station at the Sarnia Bay Marina to empty holding tanks is \$8 per boat or trailer. O. Reg. 196/90, s. 5.

24. The fees prescribed by sections 16, 19, 20, 22 and 23 do not apply with respect to a person who is part of a group or promotion approved by the Commission. O. Reg. 261/87, s. 6.

PENALTIES

25. The penalty for a breach of this Regulation is a fine not exceeding \$300. R.R.O. 1980, Reg. 906, s. 23.

Form 1

St. Clair Parkway Commission Act

PERMIT

THE ST. CLAIR PARKWAY COMMISSION

Park Name

Check out Time 2.00 p.m.

Maximum Stay 14 Days

Name

Address

Vehicle Licence #

Boat Licence #

Campsite # Expiry Date

Daily Boat Mooring Dock # Expiry Date

Type of Camper	Ontario	NUMBER IN PARTY		U.S.A.	DATE OF ISSUE		Number of days
		Other			Day	Month	
Length of Boat	Ontario	NUMBER IN PARTY		U.S.A.	DATE OF ISSUE		Number of days
		Other			Day	Month	
ft.							

	# Days	Rate	Dollars	Cents
Camping				
	# Days	Rate	Dollars	Cents
Boat				
	# Days	Rate	Dollars	Cents
Electricity/ Comfort St.				

TOTAL AMOUNT

\$

NO REFUNDS

EXTENSIONS REQUIRE NEW PERMIT

REGISTRATION AND RECEIPT

.....
Signature of issuer

R.R.O. 1980, Reg. 906, Form 1.

St. Lawrence Parks Commission Act *Loi sur la Commission des parcs du Saint-Laurent*

REGULATION 1023

PARKS

DEFINITIONS

1. In this Regulation,

“adult” means a person who is at least thirteen years of age and less than sixty-five years of age;

“all terrain vehicle” means,

- (a) a motorized snow vehicle as defined in section 1 of the *Motorized Snow Vehicles Act*, or
- (b) an off-road vehicle as defined in section 1 of the *Off-Road Vehicles Act*;

“camp-site” means a parcel of land that is in an area operated by the Commission for the purpose of camping and that is marked by stakes planted at each of the four corners of the parcel and identified by a number painted or otherwise placed on the stakes;

“child” means a person who is at least six years of age and less than thirteen years of age;

“comfort station” means a building containing flush water closets, electrical lighting and running water;

“immediate family” means two persons and their dependent children who reside with them;

“officer” means a person appointed to be in charge of a part of the Parks;

“resident of Ontario” means a person who has actually resided in Ontario for a period of at least seven months during the twelve months immediately preceding the time that his or her residence becomes material under this Regulation;

“senior citizen” means a person who is at least sixty-five years of age;

“shelter equipment” means any equipment used for the purpose of camping or dining and includes a tent, trailer, tent trailer, recreational vehicle, camper-back, dining shelter or other similar equipment;

“student” means a person who is thirteen years of age or older, but less than nineteen years of age, and is enrolled in a school as defined in the *Education Act*;

“youth group” means a group, sponsored by a religious, charitable or educational organization or other philanthropic organization approved by the Commission, composed primarily of persons eighteen years of age or under accompanied by their supervisors;

“vehicle” means a vehicle as defined in the *Highway Traffic Act*.

R.R.O. 1980, Reg. 909, s. 1; O. Reg. 225/83, s. 1; O. Reg. 260/84, s. 1; O. Reg. 212/85, s. 1; O. Reg. 198/86, s. 1; O. Reg. 180/88, s. 1; O. Reg. 139/89, s. 1; O. Reg. 238/90, s. 1.

CONDUCT OF PERSONS USING THE PARK

2.—(1) Within the Parks no person shall,

- (a) cut, remove, or damage any plant, shrub or tree;
- (b) deface, remove, or damage any property of the Commission; or
- (c) go upon any area that is not maintained for the purpose, as indicated by signs posted.

(2) No person shall enter the Parks by any means, except at a point designated for the purpose of entry by an officer. R.R.O. 1980, Reg. 909, s. 2.

3.—(1) No person shall,

- (a) behave in a way that unreasonably interferes with the use and enjoyment of the Parks by other people;
- (b) sell or offer for sale any article or service in the Parks without a permit therefor issued by the Commission; or
- (c) beg or solicit charity in the Parks. R.R.O. 1980, Reg. 909, s. 3 (1); O. Reg. 139/89, s. 2 (1).

(2) An officer or police officer who believes on reasonable and probable grounds that a person has contravened subsection (1), may remove the person from the Parks and the officer may cancel any permit of the person pertaining to the Parks.

(3) Where a permit is cancelled in accordance with subsection (2), the permittee is not entitled to a refund.

(4) No person who has been removed from the Parks under subsection (2) shall within the following seventy-two hour period enter or attempt to enter the Parks without the permission of an officer. R.R.O. 1980, Reg. 909, s. 3 (2-4).

(5) If a person has been removed from the Parks under subsection (2) twice in one season, an officer may prohibit the person from entering the Parks for the rest of the season. O. Reg. 139/89, s. 2 (2).

4. No person shall,

- (a) possess an air-gun or firearm in the Parks unless the weapon is encased and the person in possession of it is in transit to a designated hunting point; or
- (b) fire or discharge any torpedo, rocket or other fireworks within the Parks except in a place and at a time designated by an officer. R.R.O. 1980, Reg. 909, s. 4.

5.—(1) No person shall discard any refuse or abandon any object in the Parks except in containers provided by the Commission for the purpose.

(2) Every person using a camp-site or other facility in the Parks shall at all times maintain the area in a clean and sanitary condition, and when vacating the property shall restore such camp-site or other facility as nearly as possible to its natural condition and shall remove therefrom all personal belongings and effects. R.R.O. 1980, Reg. 909, s. 5.

6.—(1) The provisions of the *Forest Fires Prevention Act* and regulations made thereunder apply with necessary modifications in the Parks as though the Parks were within a declared fire region.

(2) Despite subsection (1), no person shall light or maintain a fire in the Parks except,

- (a) in fire-places provided by the Commission for the purpose; or
- (b) in a place designated by an officer.

(3) No person who lights a fire in the Parks shall leave the fire unattended.

(4) No person shall smoke in a building or other structure in the Parks where the Commission has erected a sign forbidding smoking. R.R.O. 1980, Reg. 909, s. 6.

7.—(1) No person shall permit an animal to be in the Parks unless it is on a leash that does not exceed two metres in length.

(2) No person shall ride a horse within the Parks, other than on a public highway, or in such areas and at such times as are designated by the Commission for the purpose.

(3) No person shall permit a horse, dog or other animal, whether on a leash or not, to be in any waters in the Parks that are used as a swimming area or upon any part of the beach adjacent thereto. R.R.O. 1980, Reg. 909, s. 7 (1-3).

(4) No person shall permit an animal to make excessive noise or otherwise disturb other persons within the parks. O. Reg. 180/88, s. 2 (1).

(5) An officer may detain and impound or cause to be detained and impounded a horse, dog or other animal if the owner or person in control of the animal is in contravention of subsection (1), (3) or (4). O. Reg. 180/88, s. 2 (2).

(6) Where an officer detains or impounds an animal pursuant to subsection (5), the officer shall deliver the animal to a pound within the meaning of the *Pounds Act*. R.R.O. 1980, Reg. 909, s. 7 (5).

8. No person shall operate a vehicle in the Parks except on a roadway or other place designated for the purpose. R.R.O. 1980, Reg. 909, s. 8.

9. No person shall operate an all terrain vehicle in the Parks unless an officer approves the operation in a specific area for a specific purpose and the person is insured under a motor vehicle liability policy in accordance with the *Insurance Act*. O. Reg. 263/87, s. 1.

10.—(1) No person shall operate a vehicle on the Long Sault Parkway at a greater rate of speed than 55 kilometres per hour.

(2) No person shall operate a vehicle upon the roadway from that part of the King's Highway known as No. 2 to the entrance to Old Fort Henry at a greater rate of speed than 30 kilometres per hour.

(3) Despite subsections (1) and (2), no person shall operate a vehicle on a roadway in the Parks at a rate of speed that in all circumstances constitutes a danger to persons or property. R.R.O. 1980, Reg. 909, s. 10.

11.—(1) In this section,

"heavy vehicle" means a vehicle that has a gross weight exceeding 5000 kilograms, or a vehicle or combination of vehicles that transmits to the highway a weight in excess of 5000 kilograms;

"highway" means a highway as defined in the *Highway Traffic Act*;

"park" means the standing of a motor vehicle, whether occupied or not, otherwise than momentarily or under circumstances that are not under the control of the person operating the vehicle;

"Parkway" means the 1000 Islands Parkway, being the highway

property vested in the Commission by Regulation 908 of Revised Regulations of Ontario, 1980.

(2) No person shall operate or park a heavy vehicle on the Parkway without the consent of the Commission.

(3) Subsection (2) does not apply to,

- (a) a person operating a heavy vehicle that is owned by or operated on behalf of the Government of Canada, the Province of Ontario or a local municipality or any board or agency thereof;
- (b) a person engaged in the delivery or collection of goods or chattels to or from any property adjoining the Parkway to which there is no other means of entry or exit, if the heavy vehicle operated by the person enters and leaves the Parkway by the intersecting highway that is nearest to that property;
- (c) a person operating a heavy vehicle that is a recreational vehicle; or
- (d) a person operating a bus as defined in the *Highway Traffic Act*. R.R.O. 1980, Reg. 909, s. 11.

12. No person shall land an aircraft within the Parks at any point other than at an airport licensed under the *Aeronautics Act* (Canada). R.R.O. 1980, Reg. 909, s. 12.

13.—(1) An officer may direct traffic and in cases of fire, accident, traffic congestion or other emergency, may direct it into such channels as are necessary to prevent or relieve congestion or give rights of way.

(2) Every person shall obey any direction given under subsection (1). R.R.O. 1980, Reg. 909, s. 13.

14. No person shall operate a commercial vehicle as defined in the *Truck Transportation Act* within the Parks except for the purpose of making deliveries within the Parks. R.R.O. 1980, Reg. 909, s. 14.

15. No person shall park a vehicle in the Parks in a place other than one designated for the purpose by an officer. R.R.O. 1980, Reg. 909, s. 15.

16. No person or vehicle shall be in the Parks after sunset and before 9:00 a.m. without a permit specifically therefor issued by the Commission. R.R.O. 1980, Reg. 909, s. 16.

17. No person shall hold a picnic in the Parks except in an area operated by the Commission for the purpose. R.R.O. 1980, Reg. 909, s. 17.

18. No person shall engage in athletic games in the Parks except in an area operated by the Commission for the purpose. R.R.O. 1980, Reg. 909, s. 18.

19.—(1) No person shall use a boat, sailboard, water ski, water sled or similar object in an area designated as a swimming area within the Parks.

(2) No person shall leave a boat or sailboard on a beach adjacent to a designated swimming area within the Parks. O. Reg. 139/89, s. 3.

CAMPING

20. No person shall occupy a camp-site in the Parks except under the authority of a camp-site and vehicle permit issued by the officer in charge of the camping area. R.R.O. 1980, Reg. 909, s. 19.

21.—(1) A camp-site and vehicle permit authorizes the permittee

and party to occupy a camp-site designated by the permit for a period that does not exceed twenty-three consecutive days.

(2) Every camp-site and vehicle permit shall specify the period of twenty-three consecutive days referred to in subsection (1). O. Reg. 180/88, s. 3.

22.—(1) The officer may issue an additional vehicle permit to the holder of a valid camp-site and vehicle permit or the guests of the permit holder provided an area designated for the purpose of parking additional vehicles is available.

(2) No person shall park a vehicle for which an additional vehicle permit has been issued in the Parks except in an area designated for that purpose. R.R.O. 1980, Reg. 909, s. 21.

23.—(1) No person shall place or cause to be placed on a camp-site more than one vehicle and three pieces of shelter equipment. R.R.O. 1980, Reg. 909, s. 22.

(2) No person shall erect a dock or shed on or near a camp-site. O. Reg. 139/89, s. 4.

24.—(1) A camp-site and vehicle permit expires at 2:00 p.m. on the last day of the period for which it is issued.

(2) Upon vacating a camp-site, the permittee shall surrender his or her permit to the officer in charge of the Parks.

(3) Where a permit is surrendered before its expiry, the permittee is not entitled to any refund.

(4) Where a person has been first issued a camp-site and vehicle permit for a particular camp-site the person shall not leave the camp-site unattended for a period exceeding eight hours during the first twenty-four hours after the issuance of the permit.

(5) In addition to the requirements of subsection (4), where a person has been issued a camp-site and vehicle permit the person shall not leave the camp-site unattended for a period exceeding forty-eight hours without the written permission of the officer.

(6) Where a person has contravened subsection (4), (5) or (9), the officer may cancel the permit of that person without refunding any part of the money paid therefor.

(7) Visitors to camp-sites shall leave the Parks by 11:00 p.m. on the day of admittance.

(8) A visitor remaining at a camp-site after 11:00 p.m. may be removed from the Parks by an officer.

(9) The number of persons authorized to occupy a camp-site shall not exceed six persons unless such persons comprise a single-family group of parents and unmarried children of the same household. R.R.O. 1980, Reg. 909, s. 23.

25.—(1) No person shall take a vehicle other than a bus licensed under the *Public Vehicles Act* into the Parks except under a daily vehicle permit, an annual vehicle permit, a camp-site and vehicle permit or an additional vehicle permit issued by the Commission.

(2) A daily vehicle permit expires at the posted hours of closing for the Parks on the day for which it is issued and an annual vehicle permit expires on the 31st day of March next following its date of issue.

(3) No person taking a vehicle into the Parks under the authority of a daily vehicle permit or an annual vehicle permit shall permit the motor vehicle to remain therein after the posted hours of closing for the Parks on the day the motor vehicle is taken in. R.R.O. 1980, Reg. 909, s. 24.

26. No permit issued under this Regulation may be assigned or transferred. R.R.O. 1980, Reg. 909, s. 25.

27. The officer may open or close the Parks, or any portion thereof to the public by the erection of signs or other suitable means, for the purpose of,

- (a) preventing overcrowding of the facilities of the Parks;
- (b) dealing with a fire, flood or other emergency situation;
- (c) public safety;
- (d) maintenance, construction or any other work program carried out by the Commission or under the authority of the Commission; or
- (e) preserving or protecting the environment. R.R.O. 1980, Reg. 909, s. 26.

MOVING PERMITS

28. No person shall move any building or structure along, across or upon the Parks without a moving permit issued by the Commission. R.R.O. 1980, Reg. 909, s. 27 (1).

RESERVATIONS

29. A camp-site in a park listed in Schedule 1 may be reserved for a period falling between the 15th day of June and the 31st day of August, inclusive, if,

- (a) the reservation is made at least two weeks in advance; and
- (b) a camp-site is available. O. Reg. 180/88, s. 5; O. Reg. 139/89, s. 5.

ADMISSION FEES

30.—(1) The fees payable for camp-sites in the Parks and vehicle permits are as set out in Schedule 2. O. Reg. 238/90, s. 2, *part, revised*.

(2) The fee for group camping at the Adolphustown, Grenville, Morrison Island and Brown's Bay parks, if group camping is permitted, is \$8 per camp-site plus,

- (a) 75 cents per day for each person who is less than eighteen years of age or who is a senior citizen; and
- (b) \$1.50 per day for each person not described in clause (a).

(3) The vehicle entry permit fee is,

- (a) \$5.25 for a daily vehicle permit for a vehicle not transporting a senior citizen;
- (b) nil for a daily vehicle permit for a vehicle transporting a senior citizen;
- (c) \$26.50 for a daily vehicle permit for a bus licensed under the *Public Vehicles Act*; and
- (d) \$52.50 for an annual vehicle permit. O. Reg. 238/90, s. 2, *part*.

(4) An unexpired permit issued to authorize the entry of a motor vehicle into any park under the *Provincial Parks Act* shall be deemed to be a permit for that vehicle to enter into the Parks operated by the Commission for the purpose of this section.

(5) The driver of a bus may take the bus into the Parks free of charge if the driver presents to the officer at the entrance of the Parks a letter signed by,

- (a) the person in charge of a home for the aged established under the *Charitable Institutions Act* or the *Homes for the Aged and Rest Homes Act*, requesting free entry on the day

of arrival at the Parks of the vehicle or bus carrying residents of the home; or

- (b) the person in charge of an approved centre under the *Elderly Persons Centres Act*, requesting free entry on the day of arrival at the Parks of the vehicle or bus carrying members of the centre. O. Reg. 198/86, s. 2, *part*.

(6) Members of a youth group may be permitted to occupy, free of charge, a camp-site operated by the officer for the purposes of day-use, if a camp-site is available and a request is made to the officer at least twenty-four hours in advance. O. Reg. 198/86, s. 2; O. Reg. 180/88, s. 6 (2).

31.—(1) In this section,

“adult group” means a group of twenty-five or more adults;

“adult tour” means a group of two or more adults entering the Parks on a bus licensed under the *Public Vehicles Act*;

“senior group” means a group of twenty-five or more senior citizens;

“senior tour” means a group of two or more senior citizens entering the Parks on a bus licensed under the *Public Vehicles Act*. O. Reg. 198/86, s. 3, *part*; O. Reg. 180/88, s. 7 (1); O. Reg. 238/90, s. 3 (1).

(2) The admission fees to Fort Henry are as set out in Schedule 3. O. Reg. 238/90, s. 3 (2), *part, revised*.

(3) A person who pays the daytime admission fee to Fort Henry and who is admitted within one hour before the end of the day shall, on request, be given a pass entitling the person to free admission to the Fort before noon on the following day.

(4) The admission fee to Upper Canada Village during the regular season is,

- (a) \$2.50 for a child accompanied by an adult;
- (b) \$5.50 for a student carrying a student identification card;
- (c) \$2.25 for a member of a school group or a youth group and for the supervisor of such a group;
- (d) \$7.25 for an adult;
- (e) \$6.25 for a member of an adult group or tour;
- (f) \$3.75 for a senior citizen;
- (g) \$3.50 for a member of a senior group;
- (h) \$3.25 for a member of a senior tour.

(5) The fee for an off-season day pass for Upper Canada Village is,

- (a) \$1.25 for a child, student or senior citizen; and
- (b) \$2.50 for an adult.

(6) The daily fee for participating in an activity session at Upper Canada Village is, in addition to the admission fee to the Village,

- (a) \$2 for a child or student; and
- (b) \$4 for an adult or a senior citizen.

(7) The fee for participating in a heritage workshop at Upper Canada Village is,

- (a) \$5 for a child or student; and

- (b) \$20 for an adult or a senior citizen.

(8) The daily fee for participating in a live-in program at Upper Canada Village is,

- (a) \$10 for a child or student; and
- (b) \$40 for an adult or a senior citizen.

(9) A person who is admitted to Upper Canada Village within two hours before closing time shall, on request, be given a pass entitling the person to free admission to the Village before noon on the following day. O. Reg. 238/90, s. 3 (3).

(10) In a school group or a youth group, only one supervisor per five students or youths shall be admitted at the fee established for members of a student group or youth group. O. Reg. 139/89, s. 7, *part*.

(11) The fee for a cutter ride at Upper Canada Village is \$20. O. Reg. 238/90, s. 3 (4).

32. The admission fee to Fairfield White House at Fairfield Historical Park is,

- (a) \$1 for a child;
- (b) \$2 for a student carrying a student identification card;
- (c) 85 cents for a member of a school group or youth group and for a supervisor accompanying such a group;
- (d) \$2.75 for an adult; and
- (e) \$1.25 for a senior citizen. O. Reg. 238/90, s. 4.

33. A season pass is valid for one year beginning on the date of purchase. O. Reg. 139/89, s. 9, *part*.

34.—(1) The fee per person to play eighteen holes or less of golf in one day at the Upper Canada Golf Course at Crysler Farm Battlefield Park is,

- (a) \$19 on weekdays and \$22 on weekends and holidays for a game starting before 5 p.m.; and
- (b) \$14 on weekdays and \$16 on weekends and holidays for a game starting at 5 p.m. or later. O. Reg. 238/90, s. 6 (1).

(2) If a person is required because of inclement weather to stop playing golf before completing nine holes of play, the person shall receive a voucher worth one-half the fee payable for eighteen holes or less of golf and the person may use the voucher at any time during the season in which the voucher is given. O. Reg. 139/89, s. 10, *part*.

(3) The fee for a season ticket for the Upper Canada Golf Course at Crysler Farm Battlefield Park is,

- (a) \$500 for one person to use the golf course at any time;
- (b) \$875 for a family (two adults residing in the same household and their children less than sixteen years of age) to use the golf course at any time;
- (c) \$350 for a senior citizen to use the golf course on weekdays; and
- (d) \$150 for a person under sixteen years of age to use the golf course after noon on weekdays. O. Reg. 238/90, s. 6 (2).

(4) A season ticket shall specify the period to which it applies and the name of the person or persons entitled to use it. O. Reg. 139/89, s. 10, *part*.

(5) The fee for the rental of,

- (a) a golf pull cart is \$3.50 for eighteen holes or less of golf;
- (b) a set of golf clubs and a bag is \$6 for eighteen holes or less of golf;
- (c) a power car is \$20 for eighteen holes or less of golf; and
- (d) a bucket of driving range balls is \$3.25. O. Reg. 238/90, s. 6 (3).

(6) A person without a driver's licence is not permitted to rent a power car.

(7) A person who arranges a tournament at the Upper Canada Golf Course at Crysler Farm Battlefield Park shall pay a tournament booking fee of \$100.

(8) A tournament booking fee is not refundable unless the tournament is cancelled at least three days before the scheduled day of the tournament.

(9) If a tournament is held, the fees payable by the golfers shall be set off against the tournament booking fee. O. Reg. 139/89, s. 10, *part*.

35.—(1) In this section,

“summer season” means the period beginning on the 1st day of May and ending on the 31st day of October;

“winter season” means the period beginning on the 1st day of November and ending on the 30th day of April. O. Reg. 139/89, s. 12, *part*.

(2) The fees for docking a boat at Crysler Park Marina at any time during the summer season, payable per foot of length of the boat, are 65 cents per day, \$3.25 per week and \$10 per month.

(3) The fee for docking a boat for the summer season at Crysler Park Marina is,

- (a) \$540 for a 26 foot finger dock;
- (b) \$630 for a 30 foot finger dock; and
- (c) \$22 per foot of length of the boat for a dock other than a finger dock. O. Reg. 238/90, s. 7 (1).

(4) A fee described in subsection (3) is payable when the boat is launched at the marina or when the boat arrives by water at the marina, whichever occurs first. O. Reg. 139/89, s. 12, *part*.

(5) The fee per outlet for electricity at Crysler Park Marina is,

- (a) \$2.75 per day;
- (b) \$180 for the summer season for a person who has paid docking fees for the season; and
- (c) \$14.50 for the winter season.

(6) The fee for the use of the boat ramp at Crysler Park Marina is \$4 per day.

(7) The pump-out fee at Crysler Park Marina is,

- (a) \$5.50 for each pump-out of a tank with a capacity of less than ten gallons;
- (b) \$11.50 for each pump-out of a tank with a capacity of at least ten gallons; and

(c) \$42 for all pump-outs during the summer season for a person who has paid docking fees for the season.

(8) The fee for storing a boat at Crysler Park Marina is,

- (a) 65 cents per foot of length of the boat for storage on land per day during the summer season;
- (b) \$28.25 for trailer storage for the summer season;
- (c) \$40 for cradle storage for the summer season; and
- (d) \$11.50 per foot of length of the boat for storage for the winter season. O. Reg. 238/90, s. 7 (2).

(9) A fee described in subsection (8) is payable when storage of the boat is requested. O. Reg. 139/89, s. 12, *part*.

36. The charter fee for return trip transportation by carryall between Crysler Park Marina and Upper Canada Village is \$115. O. Reg. 238/90, s. 8.

37.—(1) A person may erect a dock within the Parks on land adjacent to the 1000 Islands Parkway other than land in Ivy Lea Park or Brown's Bay Park. O. Reg. 139/89, s. 14, *part*.

(2) The annual fee for erecting a dock within the Parks is \$27.50. O. Reg. 238/90, s. 9.

38. The fee for an educational program for adults held on the premises of the Parks is \$20 per person. O. Reg. 139/89, s. 14, *part*.

39.—(1) The fee for holding a wedding ceremony at Queen's Gardens is \$200 and at Fort Henry, Upper Canada Village or Fairfield White House is \$300.

(2) The fee for a horse and carriage to be used in connection with a wedding ceremony is \$200. O. Reg. 238/90, s. 10.

40. The fee for a sleigh ride is \$1 per child, \$2 per adult and \$1.50 per senior citizen. O. Reg. 238/90, s. 11.

41. The fees prescribed by sections 30, 31, 32, 33, 34, 35, 36, 38 and 40 do not apply with respect to a person who is part of a group or promotion approved by the Commission. O. Reg. 139/89, s. 15.

PENALTIES

42. The penalty for a breach of this Regulation is a fine not exceeding \$100. R.R.O. 1980, Reg. 909, s. 34.

Schedule 1

Camp-site Reservations

Camp-sites may be reserved under section 29 in the following parks:

1. Adolphustown Park.
2. Brown's Bay Park.
3. Charlottenburgh Park.
4. Farran Park.
5. Grenville Park.
6. McLaren Campsite.
7. Raisin River Park.
8. Riverside-Cedar Park.
9. Woodlands Park. O. Reg. 180/88, s. 14.

Schedule 2**Park Fees**

Service	Fees for persons who are not senior citizens		Fees for senior citizens
	Daily fee	Weekly fee, payable in advance	Daily fee
Camp-site without electrical power	\$11.00	\$66.00	\$5.50
Camp-site with electrical power	\$14.00	\$84.00	\$7.00
Additional vehicle permit	\$ 4.75	\$28.50	\$2.50

O. Reg. 238/90, s. 2, *part, revised*.**Schedule 3****Fort Henry Fees**

Person to whom the fee applies	Fees during the regular season			Fees during the off-season
	Day	Evening	Both	Day
A child accompanied by an adult	\$3.00	\$3.00	\$4.00	\$1.25
A student carrying a student identification card	\$5.25	\$5.25	\$6.75	\$1.25
A member of a school group or a youth group and the supervisor of such a group	\$2.50	\$2.50	\$3.50	\$1.25
An adult	\$7.00	\$7.00	\$8.50	\$2.50
A member of an adult group or tour	\$6.00	\$6.00	\$7.50	\$2.50
A senior citizen	\$3.50	\$3.50	\$5.00	\$1.00
A member of a senior group	\$3.25	\$3.25	\$4.75	\$1.00
A member of a senior tour	\$3.00	\$3.00	\$4.50	\$1.00

O. Reg. 238/90, s. 3 (2), *part, revised*.

Stock Yards Act
Loi sur les parcs à bestiaux

REGULATION 1024

MANAGEMENT

1.—(1) The officers of the Board shall include a secretary and a treasurer.

(2) The same person may be appointed secretary and treasurer. R.R.O. 1980, Reg. 920, s. 1.

2. The manager shall perform the duties and exercise the powers that, from time to time, are assigned to him or her by the Board. R.R.O. 1980, Reg. 920, s. 2.

3. The secretary shall keep a record of all meetings of the Board and shall give notice of all meetings of the Board and shall perform such other duties as are, from time to time, assigned to him or her by the Board. R.R.O. 1980, Reg. 920, s. 3.

4. The treasurer shall have the custody of the cash, securities, books and accounts of the Board and shall perform such other duties as are, from time to time, assigned to him or her by the Board. R.R.O. 1980, Reg. 920, s. 4.

5. Cheques, drafts, bills of exchange and orders for the payment of money shall be signed by such officer or officers or person or persons and in such manner as the Board from time to time determines. R.R.O. 1980, Reg. 920, s. 5.

6. The corporate seal of the Board shall consist of a quinquefoliate symbol within two concentric circles, the inner circle composed of period marks and the outer of gross hachure lines, and between the circles shall appear the words and symbol "ONTARIO STOCK YARDS BOARD + " and whenever used the seal shall be authenticated by the signatures of the chair and the secretary of the Board. R.R.O. 1980, Reg. 920, s. 6.

Surveyors Act *Loi sur les arpenteurs-géomètres*

REGULATION 1025

CERTIFICATES OF REGISTRATION

1. The Registrar shall issue a certificate of registration in the branches of professional land surveying mentioned in subsection 2 (1) to every person applying therefor who,

- (a) is a Canadian citizen or a permanent resident within the meaning of the *Immigration Act* (Canada);
- (b) is of good character;
- (c) meets the academic and experience requirements set out in subsection 2 (1);
- (d) has paid all fees owed by him or her to the Association; and
- (e) has successfully completed the course of instruction referred to in section 5. O. Reg. 434/89, s. 2.

2.—(1) An applicant meets the academic and experience requirements for a certificate of registration if he or she is engaged in the practice of the branch of professional land surveying applied for and,

- (a) is a graduate at the baccalaureate level of a Canadian program in the branch applied for or is a graduate of a program equivalent in content and level of difficulty and in either case has at least three years of professional experience in that branch;
- (b) is a graduate at the baccalaureate level of a Canadian program in a branch other than that applied for or is a graduate of a program equivalent in content and level of difficulty and in either case has at least four years of professional experience in the branch applied for;
- (c) is a graduate of an Ontario community college program or a program equivalent in content and level of difficulty in any branch and in either case has at least five years of professional experience in the branch applied for; or
- (d) has at least ten years of professional experience in the branch applied for.

(2) In order to determine whether an applicant meets the requirements of subsection (1), the Registrar may require the applicant to,

- (a) submit additional information with respect to his or her academic or professional experience; and
- (b) attend an interview with the Registrar or a person designated by the Registrar.

(3) The Registrar shall, upon the request of an applicant, give the applicant an opportunity to submit additional information or attend an interview. O. Reg. 434/89, s. 3.

3.—(1) If an applicant does not meet any requirement set out in clauses 1 (a) to (e), the Registrar shall notify the applicant in writing,

- (a) of the requirements that are not met with an explanation of why they were not met; and
- (b) of his or her right to appear before the Registrar or the Registrar's designate.

(2) An applicant who has received notification under subsection (1) may, within thirty days after the notification is received, request in writing an opportunity to appear before the Registrar.

(3) The Registrar or a person designated by the Registrar shall meet with every applicant who submits a request under subsection (2) and shall give the applicant an opportunity to present his or her qualifications. O. Reg. 434/89, s. 4.

4. The Registrar shall advise all applicants who meet the requirements of clauses 1 (a) to (d) to take the next available course of instruction referred to in section 6. O. Reg. 434/89, s. 5.

5.—(1) The Council shall conduct, at least once in each year, a course of instruction in the ethics, history and government of the Association.

(2) Every applicant who receives a notification under section 4 shall take the next available course referred to in subsection (1).

(3) For the purpose of clause 1 (e), an applicant successfully completes the course referred to in subsection (1) if he or she receives a grade of at least 65 per cent in each of the three subjects set out in subsection (1). O. Reg. 434/89, s. 6.

REGULATION 1026

GENERAL

1. In this Regulation,

“Executive Director” means the executive director appointed by the Council;

“member” means a member of the Association unless otherwise specified. O. Reg. 726/88, s. 1.

NOMINATION AND ELECTION OF MEMBERS OF THE COUNCIL

2.—(1) An election shall be held annually, by secret ballot, to elect,

- (a) the President of the Association, for a term of one year;
- (b) the Vice-President of the Association, for a term of one year; and
- (c) two members of the Council, for a term of three years each.

(2) The term of office of persons elected to the Council commences immediately after the annual meeting. O. Reg. 726/88, s. 2.

3. A member is eligible for election to the Council if, in addition to any requirements under the Act,

- (a) the member is not in default of payment of any fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (b) the issue of the member's professional conduct or competence is not before the Discipline Committee; and

- (c) the member's licence or certificate of registration is not under suspension. O. Reg. 726/88, s. 3.

4.—(1) The Council shall annually appoint a Nominating Committee to be composed of five members of the Association, each of whom has served as president of the Association within the twelve years preceding the appointment and is not a member of the Council at the time of the appointment.

(2) The member of the Nominating Committee who is the most recent past president of the Association shall be the presiding officer of the Committee. O. Reg. 726/88, s. 4.

5.—(1) The Nominating Committee shall nominate for each position to be filled by election at least one member of the Association who is eligible for election and who consents in writing to be a candidate.

(2) On or before the 15th day of November in each year, the Nominating Committee shall forward by registered mail or hand deliver to the Registrar the list of members it has nominated.

(3) A member nominated under subsection (2) shall forward to the Registrar a written consent to be a candidate.

(4) On or before the 20th day of November in each year, the Registrar shall mail to each member at the member's registered address a copy of the list of members nominated by the Nominating Committee whose consents have been received.

(5) The Registrar shall add to the list of candidates for a position in any year the name of any member eligible for election and whose nomination, signed by ten members eligible for election, accompanied by a written consent to be a candidate, is received by the Registrar on or before the 15th day of December in that year. O. Reg. 726/88, s. 5.

6.—(1) At least thirty days before the annual meeting, the Registrar shall mail to each member qualified to vote at his or her registered address,

- (a) a ballot containing the names of all persons nominated for each position;
- (b) an envelope marked only with the word "ballot"; and
- (c) a memorandum of voting instructions.

(2) Each member qualified to vote may cast one vote for President, one vote for Vice-President and one vote for each Council position to be filled by the election by making a mark opposite the name of the candidate or candidates for whom the member wishes to vote, sealing the ballot in the envelope provided and delivering or mailing the ballot to the Registrar.

(3) The Registrar shall deposit in a locked ballot box, as they are received, all ballot envelopes received not later than ten o'clock in the forenoon on the day that is six days before the annual meeting. O. Reg. 726/88, s. 6.

7.—(1) On or before the day the votes are counted, the President shall appoint two members who shall act as scrutineers of the election.

(2) Before the annual meeting, the Registrar shall open the ballot box in the presence of the two scrutineers, such clerical staff as the Registrar may authorize and any candidate or candidate's agent who chooses to be present at the counting of the votes.

(3) The scrutineers shall examine the ballots, count the number of votes cast for each candidate and record the number of votes cast and the number of spoiled ballots in a book provided for that purpose by the Council.

- (4) If a ballot has more than one vote cast for President or for

Vice-President or more than one vote cast for each Council position to be filled by the election, the scrutineers shall count the ballot as spoiled.

(5) The persons who have the highest number of votes among those who at the time of counting are eligible for election shall be declared elected.

(6) If two or more persons receive the same number of votes, the Registrar, in the presence of the scrutineers, shall decide by lot who is elected.

(7) Before the annual meeting the Registrar shall,

- (a) prepare a written return, signed by the Registrar and the scrutineers, reporting the results of the election;
- (b) file away the return and the ballots for safekeeping; and
- (c) mail a copy of the return to,
 - (i) all the members of the Council, and
 - (ii) all persons nominated for election.

(8) The President shall announce the names of the persons elected at the annual meeting. O. Reg. 726/88, s. 7.

8.—(1) The Registrar shall destroy all election ballots twenty-one days after the annual meeting, unless a recount has been requested under this section.

(2) A candidate may require a recount by delivering to the Registrar a request in writing and a \$200 deposit within twenty days after the annual meeting.

(3) The recount shall be presided over by the Executive Director who shall,

- (a) within thirty days after the day the request and deposit are delivered, set the day for the recount;
- (b) give notice in writing at least fifteen days before the date set for the recount to all candidates for the position for which the recount has been requested and to the scrutineers that a recount is to be held;
- (c) notify the candidates that they or their agents are entitled to be present to examine all ballots and to satisfy themselves that all ballots have been properly marked and counted;
- (d) ensure that the ballots are recounted and the results reported in the manner provided for under subsections 7 (3), (4), (5), (6) and (7), with necessary modifications; and
- (e) report the results of the recount to the members of the Association in the next official publication of the Association. O. Reg. 726/88, s. 8.

9.—(1) If, within twenty days after the annual meeting, a member files with the Registrar a dispute claiming that a candidate was not eligible to be elected or that the election was otherwise improper, the outgoing President, Vice-President and members of the Council shall inquire into the dispute and order a new election in respect of any office for which they find the election to be improper.

(2) If an election is ordered, the Registrar, within fourteen days after the order, shall prepare and distribute new ballots and conduct the election in the manner provided under subsections 6 (1) and (2) with necessary modifications.

(3) The Registrar shall deposit, in a locked ballot box as they are received, all ballot envelopes received within fourteen days after distributing the ballots.

(4) The ballots shall be counted within twenty-one days after they are distributed in the manner provided for under section 7 with necessary modifications at a special meeting of the Council called for that purpose.

(5) Section 8 applies with necessary modifications to an election under this section. O. Reg. 726/88, s. 9.

10. An elected member of Council is disqualified from sitting on the Council if he or she is absent from three consecutive meetings of the Council. O. Reg. 726/88, s. 10.

11. If an election is required under clause 3 (11) (b) of the Act to fill a vacancy, it shall be held in the manner provided for under section 9. O. Reg. 726/88, s. 11.

COMMITTEES OF COUNCIL

12.—(1) The Executive Committee is hereby established and shall be composed of,

- (a) the President, who shall preside over it;
- (b) the Vice-President, who shall preside over it in the President's absence;
- (c) the immediate Past President; and
- (d) one or more other members of the Council to be appointed by the Council from time to time.

(2) Three members of the Executive Committee, at least one of whom is the President or the Vice-President, constitute a quorum.

(3) The Executive Committee shall carry out the duties assigned to it from time to time by the Council. O. Reg. 726/88, s. 12.

13.—(1) The Academic and Experience Requirements Committee is continued and shall be composed of,

- (a) an elected member of the Council appointed from time to time by the Council;
- (b) four or more members of the Association who are not members of the Council to be appointed for a term of three years by the Council; and
- (c) two persons appointed from time to time by the Lieutenant Governor in Council.

(2) A member may not be appointed under clause (1) (b) for more than three consecutive terms.

(3) The Council shall select from among the members of the Academic and Experience Requirements Committee a person to be its presiding officer.

(4) Four members of the Academic and Experience Requirements Committee, at least two of whom are members of the Association and not members of the Council, constitute a quorum.

(5) All determinations of the Academic and Experience Requirements Committee require the vote of a majority of its members present at the meeting.

(6) The Academic and Experience Requirements Committee, with the approval of the Council, may appoint one or more persons to assist it.

(7) The Academic and Experience Requirements Committee shall hold at least one meeting in each year.

(8) The presiding officer, or in his or her absence another member of the Academic and Experience Requirements Committee des-

ignated by the presiding officer, shall preside at all meetings of the Committee.

(9) The Council may appoint some of the members under clause (1) (b) for one term of one year or two years in order to ensure that the terms under clause (1) (b) do not all expire in the same year. O. Reg. 726/88, s. 13.

14.—(1) The Registration Committee is continued and shall be composed of,

- (a) one or more elected members of the Council to be appointed from time to time by the Council;
- (b) three or more members of the Association who are not members of the Council to be appointed from time to time by the Council; and
- (c) one of the members of the Council appointed by the Lieutenant Governor in Council to be appointed to this Committee from time to time by the Council.

(2) Three members of the Registration Committee, at least one of whom is an elected member of the Council, constitute a quorum.

(3) All decisions of the Registration Committee at a meeting or at a hearing require the vote of a majority of its members present.

(4) The Council shall select from among the members of the Registration Committee a person to be its presiding officer.

(5) The presiding officer, or in his or her absence another member of the Registration Committee designated by the presiding officer, shall preside at all meetings and hearings of the Committee.

(6) If a member of the Registration Committee becomes unable to act after the Committee commences a hearing, its remaining members may complete the hearing in the member's absence, if they constitute a quorum. O. Reg. 726/88, s. 14.

15.—(1) The Fees Mediation Committee is continued and shall be composed of,

- (a) three or more members of the Association to be appointed from time to time by the Council; and
- (b) one member of the Council appointed by the Lieutenant Governor in Council to be appointed to this Committee from time to time by the Council.

(2) Three members of the Fees Mediation Committee, one of whom is appointed to the Council by the Lieutenant Governor in Council, constitute a quorum for the purpose of conducting mediation or arbitration under section 29 of the Act.

(3) All decisions of the Fees Mediation Committee require the vote of a majority of its members present.

(4) The Council shall select from among the members of the Fees Mediation Committee a person to be its presiding officer.

(5) The presiding officer, or in his or her absence another member of the Fees Mediation Committee designated by the presiding officer, shall preside at all meetings and hearings of the Committee.

(6) If a member of the Fees Mediation Committee becomes unable to act after the Committee commences a hearing, its remaining members may complete the hearing in the member's absence, if they constitute a quorum. O. Reg. 726/88, s. 15.

16.—(1) If, under subsection 29 (3) of the Act, parties to a dispute agree to arbitration by the Fees Mediation Committee, the written consent to arbitration, signed by all of the parties to the dispute, shall be filed with the Registrar.

(2) A brief written statement of the dispute submitted to arbitration, signed by all of the parties, shall be filed with the Registrar within ten days after the filing of the consent to arbitration.

(3) The Registrar may extend the time limit for filing a statement of the dispute. O. Reg. 726/88, s. 16.

17.—(1) The Fees Schedule Committee is continued and shall be composed of,

- (a) no more than three members who offer their services to the public under a certificate of authorization, to be appointed from time to time by the Council; and
- (b) no more than three persons who purchase professional surveying services, to be appointed from time to time by the Council.

(2) Three members of the Fees Schedule Committee, at least one of whom is appointed under clause (1) (a) and at least one of whom is appointed under clause (1) (b), constitute a quorum.

(3) All decisions of the Fees Schedule Committee require the vote of a majority of its members present.

(4) The Council shall select from among the members of the Fees Schedule Committee a person to be its presiding officer.

(5) The presiding officer, or in his or her absence another member of the Fees Schedule Committee designated by the presiding officer, shall preside at all meetings and hearings of the Committee.

(6) The Fees Schedule Committee annually shall prepare for the Council a recommendation of suggested fees for professional surveying services.

(7) In preparing its recommendation, the Fees Schedule Committee shall consider submissions received from any source and may consider data collected by the Association concerning salaries and fees.

(8) The Council, after reviewing the recommendation of the Fees Schedule Committee, shall prepare a schedule of suggested fees for professional surveying services and that schedule shall be published by the Association. O. Reg. 726/88, s. 17.

CLASSES OF RELATED PERSONS

18. The following are prescribed as classes of persons whose interests are related to those of the Association:

- 1. Retired associates.
- 2. Junior associates.
- 3. Honorary members. O. Reg. 726/88, s. 18.

19.—(1) A retired associate is a person,

- (a) who has resigned active membership in the Association;
- (b) who, at the time of resignation was not in default of payment of any fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (c) whose professional conduct or competence was not the subject of proceedings before the Discipline Committee at the time of resignation;
- (d) whose licence was not under suspension at the time of resignation; and
- (e) who makes an application to be a retired associate and pays the annual fee prescribed by the by-laws.

(2) Retired associates are entitled to receive general information issued by the Association and to attend meetings of the Association, but are not entitled to vote at meetings.

(3) Retired associates may use the designation "O.L.S. (Ret.);" after their names but shall not use it in connection with a business promotion. O. Reg. 726/88, s. 19.

20.—(1) A junior associate is a person who makes an application therefor, pays the annual fees prescribed by the by-laws and,

- (a) is enrolled in the Survey Science Specialist Course in professional land surveying offered at the University of Toronto or another course of study equivalent to it in content and level of difficulty;
- (b) has graduated from a surveying course mentioned in clause (a) within the previous two years; or
- (c) is a party to Articles of Agreement with a member of the Association.

(2) Junior associates are entitled to receive general information issued by the Association and to attend meetings of the Association, but are not entitled to vote at meetings. O. Reg. 726/88, s. 20.

21.—(1) An honorary member is a person who has rendered outstanding service to the Association and is appointed as such by resolution of the Council.

(2) There are no membership fees or dues for honorary members.

(3) Honorary members are entitled to receive general information issued by the Association and to attend the meetings of the Association, but are not entitled to vote at meetings. O. Reg. 726/88, s. 21.

CERTIFICATE OF AUTHORIZATION

22.—(1) The name of a partnership or association of persons holding a certificate of authorization shall be,

- (a) if its members are the same persons recorded on the register of the Association on the 31st day of December, 1969, the name used by those members;
- (b) subject to subsection (3), the name or names of one or more persons who are licensed members engaged with each other in the practice of cadastral surveying; or
- (c) the name or names of one or more of the principal members of each corporation that forms a partnership engaged in the practice of cadastral surveying.

(2) The name of a corporation holding a certificate of authorization shall be,

- (a) the name recorded on the register of the Association on the 31st day of December, 1969 and used by its shareholders who are members of the Association, with "limited", "company limited", "incorporated", "corporation limited" or abbreviations thereof at the end; or
- (b) subject to subsection (3), the name or names of one or more of its shareholders who are licensed members of the Association, engaged with each other in the practice of cadastral surveying.

(3) The name of a person who was engaged with other members in the practice of cadastral surveying but is no longer engaged in the practice may also be used in the name of a partnership, association of persons or corporation if,

- (a) the person is or was a licensed member;

- (b) the person's membership was not under suspension or cancellation at the time his or her practice ceased;
- (c) the person's name was part of the name of the partnership, association of persons or corporation or a predecessor of it immediately before the application; and
- (d) the person or the person's estate agrees to or does not object to the use.

(4) If a corporation is not granted approval from the responsible government authority for the use of a corporate name permitted under this section and the corporation applies to the Council for permission to use another name, the Council may authorize the use of the other name or a variation of it.

(5) Subject to subsection (3), no licensed member shall use a name that implies that there is a partnership if the partnership does not exist.

(6) The letterhead of a partnership of licensed members or of a corporation shall contain the names and qualifications of all licensed members of the Association associated with the partnership or corporation and, if the name of a deceased or retired associate has been retained, the letterhead shall indicate that person's death or retirement. O. Reg. 726/88, s. 22.

ACADEMIC AND EXPERIENCE REQUIREMENTS FOR LICENCE OR CERTIFICATE OF REGISTRATION

23.—(1) A person shall not be issued a licence or a certificate of registration unless he or she has successfully completed the term of articles prescribed by this section.

(2) An application for a term of articles shall be made to the Registrar.

(3) An applicant for a term of articles shall provide proof of the successful completion of the Survey Science Specialist Course in professional land surveying offered at the University of Toronto or another course of study equivalent to it in content and level of difficulty.

(4) The term of articles shall include,

- (a) at least 225 working days of practical experience in the student's chosen branch of professional land surveying in Ontario of which period at least 150 working days is field experience at the Party Chief level or higher in cadastral surveying, or its equivalent in another branch; and
- (b) at least 113 working days experience in the management and administration of professional land surveying,

completed to the satisfaction of the Academic and Experience Requirements Committee.

(5) Where an articling student has received working experience in professional land surveying prior to the commencement of his or her term of articles that is comparable to the working experience required under subsection (4), the Academic and Experience Requirements Committee may reduce the time of the required working experience by the lesser of the period of prior experience and one year.

(6) A term of articles shall be under the direction of,

- (a) if the applicant is applying for a licence, a member who became a licensed member at least three years before the beginning of the term; or
- (b) if the applicant is applying for a certificate of registration, a member who has held a certificate of registration for at least three years before the beginning of the term or a person who in the opinion of the Academic and Experience

Requirements Committee is competent to provide and direct the approved professional experience.

(7) An articling student shall satisfy the requirements of subsections (4) and (8) within four years of the commencement of his or her term of articles.

(8) An articling student shall complete such assignments and examinations as are required by the Council.

(9) All assignments and examinations shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark.

(10) The Academic and Experience Requirements Committee shall advise the articling student of the results of each assignment or examination submitted by the student within forty-five days after it is submitted.

(11) Articling students who do not successfully complete the required assignments and examinations may take two additional opportunities to complete them.

(12) Each student's term of articles shall be monitored by a member of the Association who is a member of or an assistant to the Academic and Experience Requirements Committee.

(13) The Academic and Experience Requirements Committee shall prepare and make available to all applicants, articling students and members of the Association a student handbook setting out the academic and experience requirements, including examinations and assignments, that an articling student shall complete before writing the professional entrance examination.

(14) An articling student who has satisfied the requirements of subsections (4) and (8) may apply in accordance with subsection 24 (2) to take the next available professional entrance examination conducted by Council. O. Reg. 726/88, s. 23.

24.—(1) At least once each year, the Council shall conduct a professional entrance examination, consisting of both a written and oral examination.

(2) The application by an articling student to take the professional entrance examination shall be submitted in writing to the Registrar at least one month before the day the examination is to be held and shall include proof of successful completion of any assignments, examinations and working experience required during the term of articles.

(3) An articling student who fails to obtain a pass standing on the professional entrance examination or on the written or oral part of it may take two additional opportunities to pass the examination or the oral or written part of it if the student does so within three years after the day of the original examination.

(4) The professional entrance examination shall be marked on a percentage basis and a mark of 65 per cent shall be a passing mark.

(5) The Academic and Experience Requirements Committee shall advise the applicant of the results of the professional entrance examination submitted by the applicant within forty-five working days after it is submitted.

(6) The Registrar shall appoint from among the members of the Academic and Experience Requirements Committee and its assistants examiners who shall mark all assignments and examinations required under section 23 and the professional entrance examination submitted by articling students. O. Reg. 726/88, s. 24.

APPLICATIONS

25.—(1) An applicant for a licence or for a certificate of registration shall file with the Registrar an application accompanied by,

- (a) payment of the annual fee for the current calendar year,

pro-rated for the period from the first day of the month in which the application is filed until the end of December in that year;

- (b) payment of any other fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (c) proof of Canadian citizenship or of the status of permanent resident of Canada;
- (d) proof of professional liability insurance coverage, an application for it or an application for an exemption from it;
- (e) two letters attesting to the applicant's good character; and
- (f) proof of successful completion of the term of articles and professional entrance examination under sections 23 and 24.

(2) An applicant for a certificate of authorization shall file with the Registrar an application accompanied by,

- (a) payment of the annual fee for the current calendar year, pro-rated for the period from the first day of the month in which the application is filed until the end of December in that year;
- (b) proof of liability insurance coverage for the applicant and, where the applicant is not an individual, for each licensed member of the Association associated with it; and
- (c) a statement of the names of its directors and officers, the ownership of each class of shares issued, the licensed member or licensed members responsible for personally supervising the practice of cadastral surveying, the addresses and telephone numbers of all offices and the licensed members responsible for each office. O. Reg. 726/88, s. 25.

26.—(1) An applicant for renewal of a licence or a certificate of registration shall file with the Registrar before December 31st in any year an application accompanied by,

- (a) payment of the annual fee for the following year and any other fee, levy or costs imposed under the Act, regulations or by-laws of the Association;
- (b) proof of liability insurance coverage or exemption from it; and
- (c) the applicant's current office address and telephone number.

(2) An applicant for renewal of a certificate of authorization shall file with the Registrar before December 31st in any year an application accompanied by,

- (a) payment of the annual fee for the following year;
- (b) proof of liability insurance coverage for the applicant and for each of the licensed members associated with it; and
- (c) a statement of the names of its directors and officers, the ownership of each class of shares issued, the licensed member or licensed members responsible for personally supervising its practice of cadastral surveying, the addresses and telephone numbers of all offices and the licensed members responsible for each office. O. Reg. 726/88, s. 26.

REINSTATEMENT

27. The Registrar may reinstate a licence or a certificate cancelled under section 20 of the Act if within two years after the cancellation the Registrar receives an application accompanied by,

- (a) all fees outstanding at the time of cancellation;

(b) any membership or other fees owing for the year in which the application is made; and

(c) an additional fee equal to one-half of the current annual membership fee. O. Reg. 726/88, s. 27.

USE OF DESIGNATION

28.—(1) Every member may use the title "Ontario Land Surveyor" or the initials "O.L.S.".

(2) Every partnership, corporation or association of persons holding a valid certificate of authorization may use the title "Ontario Land Surveyor" or the initials "O.L.S." as an occupational designation.

(3) No member shall use the title "Ontario Land Surveyor" or the initials "O.L.S." in connection with the name of a firm, partnership, corporation or association of persons offering service to the public unless that member is licensed under the Act. O. Reg. 726/88, s. 28.

29.—(1) Every licensed member shall obtain from the Association the appropriate seal for his or her class of membership.

(2) A licensed member of the Association shall return his or her seal upon the suspension or cancellation of his or her licence.

(3) A print of a plan of survey is not a valid copy unless it bears the embossed seal of the licensed member who signed the plan or the embossed seal of a licensed member employed by the corporation or public agency responsible for the plan's preparation or the corporate seal of the corporation holding a certificate of authorization that was responsible for the plan's preparation. O. Reg. 726/88, s. 29.

30.—(1) Every licensed member shall obtain approval from the Registrar of the survey monument identification stamp to be used by that member.

(2) Every licensed member shall identify every survey monument that the member plants with the identification stamp that is approved for the member by the Registrar.

(3) The Registrar shall maintain a register in which is entered opposite the name of every licensed member the identification stamp approved for that member by the Registrar. O. Reg. 726/88, s. 30.

INFORMATION ON RETURNS

31.—(1) Members and holders of certificates of authorization shall complete and return to the Association, on the request of the Council, returns of information in the form prescribed by the by-laws, setting out their names, addresses, telephone numbers, the names of their associates, partners and employees and a statement of their professional liability insurance coverage.

(2) Corporations that hold certificates of authorization shall set out in their returns of information the information in subsection (1) and a statement of the names of their directors and officers, the ownership of each class of shares issued, the licensed member or licensed members responsible for personally supervising their practice of cadastral surveying, the addresses and telephone numbers of all offices and the licensed members responsible for each office. O. Reg. 726/88, s. 31.

ADVERTISING

32. No person shall advertise the services of any holder of a licence, certificate of registration or certificate of authorization to the public in any form or medium unless the advertisement is truthful and in good taste and contains only factual statements that are not exaggerated. O. Reg. 726/88, s. 32.

CODE OF ETHICS

33.—(1) Members shall abide by the code of ethics of the Association.

(2) The code of ethics of the Association requires that every member shall,

- (a) conduct his or her professional and private affairs in such a manner as to maintain public trust and confidence in the profession;
- (b) abide by the standards of practice prescribed herein;
- (c) follow a program of continuing education and maintain a level of proficiency that will meet the needs of the public;
- (d) preserve the confidence of clients and regard as privileged information obtained in respect of clients' affairs;
- (e) ensure that clients are aware of the complexity of the type of surveys recommended and the nature of fees for service;
- (f) by signing a survey plan, certify that it complies with all relevant legislative requirements and all standards of the Association; and
- (g) not receive compensation for the same service from more than one person without the consent of the persons involved. O. Reg. 726/88, s. 33.

STANDARDS OF PRACTICE

34.—(1) Members shall maintain the standards of practice prescribed by this section in the performance of their practice of professional land surveying.

(2) The standards of practice of the Association require that,

- (a) every cadastral surveying office shall be operated and supervised on a full-time basis by a licensed member of the Association;
- (b) no licensed member shall hold himself or herself out as carrying on the practice of cadastral surveying from more than one survey office;
- (c) no partnership, corporation or association of persons authorized to practice the profession of land surveying shall list a licensed member as being in charge of more than one survey office;
- (d) no licensed member shall enter into or continue to practice cadastral surveying in a partnership unless all of the partners are licensed members;
- (e) no licensed member shall act as a servant or agent of a person who is not licensed so as to enable that unlicensed person to offer cadastral surveying services to the public;
- (f) every member shall pay within the time specified in the Act, regulations or by-laws of the Association all premiums, levies, deductible amounts under professional liability insurance or any other financial obligations owed to the Association;
- (g) every member shall comply with any written or oral request received from the Association, the Registrar, the presiding officer of any committee of the Association within the time specified in the request and shall supply such information and copies of such material, other than material concerning a member's health or financial status, as may be requested;
- (h) every member shall report to the Registrar any gross or consistent practice or omission of another member, of

which the member is aware, that may constitute professional misconduct or incompetence;

- (i) every member shall keep and make available to his or her client, on request, an itemized and accurate record of the cost of a survey; and
- (j) no member shall pay a commission in respect of a survey or offer or agree to divide his or her remuneration with another person in respect of a survey unless the other person has participated in making the survey.

(3) A member may operate a consultation office if it is maintained for the sole purpose of client communication and if it is open to the public for specified hours only with a licensed member in attendance.

(4) A zenith telephone number, a post office box number or a consultation office is not a cadastral surveying office or a survey office for the purposes of clauses (2) (a), (b) and (c).

(5) A member may advertise a consultation office if the advertisement includes the specified hours during which it is open. O. Reg. 726/88, s. 34.

PROFESSIONAL MISCONDUCT

35. "Professional misconduct" means,

- 1. Contravention of the Act or the regulations or of any Act or regulations relating to professional land surveying in Ontario.
- 2. Failure to comply with and maintain the performance standards for the practice of professional land surveying.
- 3. Failure to comply with the code of ethics or the standards of practice of professional land surveying.
- 4. Knowingly furthering the application for admission to the Association of a person known by the member to be unqualified by education or character.
- 5. Authorizing, permitting, counselling, assisting, aiding, abetting or acquiescing in any act that constitutes professional misconduct.
- 6. Signing a certificate, report or plan that is not prepared or completed by the member or under the member's supervision.
- 7. Failure to assume responsibility for all phases of survey work carried out under the member's supervision.
- 8. Failure to engage staff deemed competent by virtue of education, on the job training or both to perform the duties assigned to them.
- 9. Knowingly allowing or encouraging non-professional staff to engage in activities that reasonably would be regarded as professional in nature.
- 10. Failure by an employed member to act for an employer as a faithful agent or trustee and failure to regard as confidential information, however obtained, about the affairs of the employer's clients and to continue to so regard it after the termination of the relationship with the employer.
- 11. Failure to disclose to a client or employer a conflict of interest.
- 12. Charging a fee for surveying services not performed or knowingly submitting a false or misleading estimate, account or charge for surveying services rendered to a client.

13. Entering into a competitive bidding practice unless the member's best efforts fail to convince a potential client that using price alone as a criterion for awarding a job is not in the best interest of either an individual or the public, and then only entering a competitive bid if it is evident the job will be awarded in a manner consistent with sound and long established business practices that include responsible specifications in the invitation and simultaneous public opening of the responses.
14. Advertising in a manner that is contrary to the regulations.
15. Making a false or malicious statement or publication that injures the professional reputation, prospects or the practice of surveying of another member.
16. Soliciting or accepting any work when the member knows or has reason to believe that another member is engaged for the same purpose by the same client.
17. Offering to pay compensation or offering an inducement to secure employment or a contract for service.
18. Undertaking work that the member is not competent to perform by virtue of his or her training and experience or that is beyond the member's resources to complete in the time agreed upon with the client.
19. Failing to co-operate with the Association with respect to a claim made under an insurance policy made under an arrangement described in subsection 32 (2) of the Act.
20. Allowing a non-member to act as an agent to procure work or to act in a manner that would lead members of the public to believe that such non-member was licensed under the Act.
21. Conduct relevant to the practice of professional land surveying that, having regard to all the circumstances, would reasonably be regarded by members as dishonourable or unprofessional. O. Reg. 726/88, s. 35.

LIABILITY INSURANCE

36.—(1) Every member who holds a certificate of authorization or practises under the authority of a partnership, association of persons or corporation that holds a certificate of authorization shall have insurance coverage for liability for errors, omissions and negligent acts arising out of the performance or non-performance of all services within the practice of cadastral surveying offered or provided to the public by the member.

(2) The insurance coverage shall be under a professional liability policy and shall be placed with an insurer licensed under the *Insurance Act* to undertake insurance in the Province of Ontario. O. Reg. 726/88, s. 36.

37.—(1) The Association shall hold a master professional liability insurance policy with individual certificates issued to each member or holder of a certificate of authorization applying for one.

(2) The policy limit for each individual certificate under the master policy shall be not less than \$500,000 for each single occurrence and not less than \$1,000,000 a year for all occurrences.

(3) Every member and every holder of a certificate of authorization issued an individual certificate under the master policy shall inform the Registrar immediately upon notice of a claim or an impending claim under it. O. Reg. 726/88, s. 37.

38.—(1) Every member, partnership, association of persons or corporation required to be insured under section 35 that does not have an individual certificate under the master policy shall furnish the Registrar with a copy of his, her or its professional liability insurance policy and notice of any change in such a policy.

(2) A policy under subsection (1) shall provide at least the minimum coverage required under subsection 36 (2) and shall contain a clause that the Association shall be given ten days notice before the policy is cancelled. O. Reg. 726/88, s. 38.

39. Any member who is not a holder of a certificate of authorization and does not offer services to the public under the authority of a certificate of authorization is exempt from the requirement to be insured against professional liability. O. Reg. 726/88, s. 39.

INSPECTION PROGRAM

40.—(1) In this section, "firm" means any person, group of persons or agency, including a government department or agency, that undertakes cadastral surveys, whether or not the cadastral surveying undertaken is a service offered to the public.

(2) The Council shall appoint one or more members of the Association from time to time who are authorized to carry out inspections under this section.

(3) The Registrar shall maintain a file for each firm and shall keep in that file all inspection reports of that firm conducted under this section.

(4) At least once each year, the member or members appointed by the Council shall inspect at least one plan prepared by each firm.

(5) At least once every five years, the member or members appointed by the Council shall conduct a comprehensive inspection of the practice of each firm.

(6) A comprehensive inspection may include visiting the office of the firm, inspecting the files of the firm and conducting field inspections of work performed by the firm.

(7) The member or members appointed by the Council shall prepare a written report of each inspection conducted under this section.

(8) The member or members appointed by the Council shall report to the Registrar any instances of non-compliance with the Code of Ethics, the Standards of Practice or any regulations under this or any other Act governing surveying standards. O. Reg. 726/88, s. 40.

Surveys Act *Loi sur l'arpentage*

REGULATION 1027

MONUMENTS

1.—(1) In this Regulation,

“Cut Cross” means a mark in the form of a cross, seventy-five millimetres in both width and length cut into bedrock or a concreted area so that the width and depth of the cut mark is six millimetres across and six millimetres deep;

“Iron Bar” means,

- (a) an iron or steel bar sixteen millimetres square and sixty centimetres long, pointed at one end and planted in the ground so that the top of the bar is not more than ten centimetres above the surface of the ground, or
- (b) an iron or steel bar sixteen millimetres square and fifteen centimetres long and wedged, cemented or leaded into bedrock or a concreted area so that the top of the bar is not more than five centimetres above the surface of the bedrock or concrete;

“Rock Bar” means an iron or steel bar twenty-five millimetres square and fifteen centimetres long and wedged, cemented or leaded into bedrock or a concreted area so that the top of the bar is not more than five centimetres above the surface of the bedrock or concrete;

“Rock Post” means a bronze or aluminum identification cap fitted on a metal shaft at least sixteen millimetres round or square and at least seven centimetres long and wedged, cemented or leaded into bedrock or a concreted area so that the cap is flush with the surface of the bedrock or concrete;

“Short Standard Iron Bar” means an iron or steel bar twenty-five millimetres square and sixty centimetres long, pointed at one end and planted in the ground so that the top of the bar is not more than ten centimetres above the surface of the ground;

“Standard Iron Bar” means an iron or steel bar twenty-five millimetres square and 120 centimetres long, pointed at one end and planted in the ground so that the top of the bar is not more than ten centimetres above the surface of the ground.







(2) The tolerance in cross sectional dimension of a monument mentioned in subsection (1) is plus or minus one millimetre. O. Reg. 221/81, s. 1.

2.—(1) Points in surveys shall be defined by one of the following monuments:


1. A Cut Cross.
 2. An Iron Bar.
 3. A Rock Bar.
 4. A Rock Post.
 5. A Short Standard Iron Bar.
 6. A Standard Iron Bar.
- (2) Subject to subsection (3), a monument referred to in subsection

(1) shall be designated on a plan of survey by a symbol and letters as set out in the following Table:

TABLE

ITEM	COLUMN 1	COLUMN 2
	Type of Monument	Symbol and Letters
1.	Cut Cross	 CC
2.	Iron Bar	 IB
3.	Rock Bar	 RB
4.	Rock Post	 RP
5.	Short Standard Iron Bar	 SSIB
6.	Standard Iron Bar	 SIB

(3) On a plan of survey, a found survey monument shall be,

- (a) designated by the symbol  and the letters of designation, if any, authorized for the monument by this Regulation or, where there are no such letters of designation, a full description of the monument; and
- (b) referenced to the identification number, letters, words or symbols found on the monument or, if no such identification can be found, the found survey monument shall be referenced to the surveyor who planted the monument or the plan of survey, if any, in respect of which it was planted.

(4) Clause (3) (b) does not apply where, because of the circumstances, it is impracticable to determine the identification number, letters, words or symbols on the monument and it is impossible to identify the surveyor who planted the monument or the plan of survey, as the case may be, in respect of which the monument was planted. O. Reg. 221/81, s. 2.

GENERAL SURVEYS

3.—(1) Except in the case of surveys for which special provision is made in this Regulation, in every survey of and made for the purpose of defining, locating or describing any line, boundary or corner of a unit of land, a monument referred to in subsection 2 (1) shall be planted at every angle or corner on the line or boundary and at points on the line or boundary at intervals not greater than 150 metres in built-up areas and not greater than 300 metres elsewhere.

(2) A Rock Bar, Rock Post or Standard Iron Bar shall be planted to define at least one quarter of the total number of angles, corners or points referred to in subsection (1), and at every angle or corner shown on a plan of survey made under competent authority.

(3) The monuments referred to in subsection (1) may be planted at intervals greater than those prescribed where the unit of land being surveyed is,

- (a) an original township lot or an aliquot part thereof;
- (b) a part, granted by the Crown, of an original township lot and the unit of land contains at least sixteen hectares;

- (c) located in unsurveyed territory and the unit of land contains at least sixteen hectares; or
- (d) a mining location or mining claim.

(4) This section does not apply to a survey of a unit of land or any part thereof lying within the limits of a route referred to in section 6. O. Reg. 221/81, s. 3.

SUBDIVISION SURVEYS

4.—(1) Where a survey is made for the purpose of subdividing land into units to be shown on a plan to be registered in a land registry office,

- (a) every angle and corner on the exterior boundary of the subdivided land, every angle of each street intersection, the beginning and end of every curved boundary of constant radius and every angle in every street boundary shall be defined by a Rock Bar, a Rock Post or a Standard Iron Bar; and
- (b) every unit corner and every angle in the boundary of a unit not defined by a monument required by clause (a) shall be defined by an Iron Bar, a Rock Bar or a Rock Post.

(2) The interval between any two monuments defining angles, corners and points in the boundary of every unit and street and in the exterior boundary of the subdivided land shall not exceed 150 metres.

(3) A monument required in order to comply with subsection (2) shall be a Rock Bar, a Rock Post or a Standard Iron Bar. O. Reg. 221/81, s. 4 (1-3).

EASEMENT SURVEYS

5.—(1) Where a survey is made for the purpose of defining, locating or describing the boundaries of an easement,

- (a) points at intervals not greater than 150 metres in built-up areas and not greater than 300 metres elsewhere;
- (b) the point of every angle or bend; and
- (c) the beginning and end of every curve of constant radius,

shall be defined on one limit of the easement or on a survey line within and referencing the boundaries of the easement by a Rock Bar, a Rock Post, a Short Standard Iron Bar or a Standard Iron Bar. O. Reg. 221/81, s. 5.

(2) Despite subsection (1), where a survey is made for the purpose of defining, locating or describing the boundaries of an easement lying wholly within the boundaries of an existing easement, the boundaries of the new easement may be defined by the existing easement survey line if,

- (a) the boundaries of the new easement are parallel to the existing easement;
- (b) the existing easement survey line monumentation complies with subsection (1); and
- (c) monuments on the existing survey line are intervisible with at least one other monument on the survey line. O. Reg. 96/87, s. 1.

ROUTE SURVEYS

6.—(1) Where a survey is made for the purpose of defining, locating or describing any line or boundary of the route of a highway, railway, pipeline or public utility,

- (a) points at intervals not greater than 150 metres in built-up areas and not greater than 300 metres elsewhere;
- (b) the point of every angle or bend; and
- (c) the beginning and end of every curve of constant radius,

shall be defined by a Rock Bar, a Rock Post, a Short Standard Iron Bar or a Standard Iron Bar.

(2) Any survey monument or boundary mark found during a survey within the limits of a route referred to in subsection (1) which may be removed, lost or destroyed during the construction, improvement or widening of the route shall be witnessed by a monument referred to in subsection 2 (1) planted in the limit of the route. O. Reg. 221/81, s. 6.

BUILDING LOCATION SURVEYS

7. This Regulation does not apply to a survey of a unit of land made only for the purpose of locating a building or structure in relation to the boundaries of the unit of land if at least one front corner or angle of the unit of land is defined by a monument referred to in subsection 2 (1). O. Reg. 767/82, s. 1.

SURVEYS UNDER THE *Boundaries Act*

8.—(1) Subject to subsection (2), in every boundary to be confirmed under the *Boundaries Act*, every angle and corner, the terminal points and the beginning and end of every curve of constant radius, and points at intervals not greater than 150 metres, shall be defined by a Rock Bar, a Rock Post or a Standard Iron Bar.

(2) Where an application is made under the *Boundaries Act* by the council of a municipality to confirm all the boundaries of the parcels of land within an area designated in the by-law authorizing the application,

- (a) every angle and corner on the exterior boundary of the designated area, every angle of each street intersection, the beginning and end of every curved boundary of constant radius and every angle in every street boundary shall be defined by a Rock Bar, a Rock Post or Standard Iron Bar; and
- (b) every parcel corner and every angle in the boundary of a parcel not defined by a monument required by clause (a) shall be defined by an Iron Bar, a Rock Bar or a Rock Post.


(3) The interval between any two monuments defining angles, corners and points in the boundary of every parcel and street and in the exterior boundary of the designated area referred to in subsection (2) shall not exceed 150 metres.

(4) A monument required in order to comply with subsection (3) shall be a Rock Bar, a Rock Post or a Standard Iron Bar. O. Reg. 221/81, s. 8.

GENERAL

9. Every angle on a survey line established to make a closed traverse to determine and reference an irregular boundary shall be defined in the survey by a monument referred to in subsection 2 (1). O. Reg. 221/81, s. 9.

10.—(1) Where because of the nature of the location of a survey point it is impossible or impracticable to define the point with the type of monument required by this Regulation, the point shall be defined by a type of monument that represents substantial compliance with this Regulation.

(2) A monument referred to in subsection (1) shall be designated on the plan of the survey by the symbol  and a full description of the form and kind of monument.

(3) Subject to subsection 6 (2), where because of the nature of the location of a survey point it is impossible or impracticable to define the point with the type of monument required by this Regulation or a monument permitted by subsection (1), it shall be witnessed by a monument of the type required or permitted by this Regulation planted as near as practicable to the point witnessed.

(4) A witness monument planted under subsection (3) shall be designated on the plan of the survey in accordance with subsection 2 (2) or subsection (2) of this section and also by the letters WIT. O. Reg. 221/81, s. 10.

11. One type of monument may be designated on a plan of survey by symbol alone if the proper designation by the symbol and letters for the monument as required by subsection 2 (2) is shown by legend on the face of the plan and all other types of monuments referred to in the said subsection (2) shall be designated on the plan by the appropriate symbol and letters. O. Reg. 221/81, s. 11.

REGULATION 1028

ONTARIO CO-ORDINATE SYSTEM

1. In this regulation,

"co-ordinate survey" means a survey made for the purpose of establishing the location of points on the surface of the earth by geographic or grid co-ordinates;

"System" means the Ontario Co-ordinate System. R.R.O. 1980, Reg. 929, s. 1.

2.—(1) The system of co-ordinate surveys known as the Ontario Co-ordinate System is continued.

(2) The System is a universal transverse Mercator projection modified to a 3 degree zone of the Clarke spheroid of 1866. R.R.O. 1980, Reg. 929, s. 2.

3.—(1) For the purposes of identification of co-ordinates of points in the System, Ontario is divided into ten zones that are numbered 8 to 17.

(2) The reference meridian for a zone mentioned in an item of column 1 of Schedule 1 is the meridian of longitude shown opposite thereto in column 2 of the item and is the Y-axis of the zone.

(3) The X-axis of a zone is the equator.

(4) Subject to subsection (5), a zone is the part of Ontario lying within the limits of a 3 degree zone on the Clarke spheroid of 1866.

(5) Zones 10 and 11 do not extend north of and zones 12 and 13 do not extend south of a line described as follows:

Beginning at the intersection of the boundary between Ontario and Quebec with meridian of longitude 79° 30'; thence south along that meridian to parallel of latitude 47° 00'; thence west along that parallel to meridian of longitude 80° 15'; thence south along that meridian to parallel of latitude 46° 00'; thence west along that parallel to its intersection with the boundary between Canada and the United States of America. R.R.O. 1980, Reg. 929, s. 3.

4. In the System, the scale factor at a reference meridian is 0.99990. R.R.O. 1970, Reg. 809, s. 4.

5. In the System, the co-ordinates of a point,

(a) depend upon and shall be adjusted to the North American datum, 1927 adjustment;

(b) shall be expressed in feet and decimals of a foot; and

(c) shall be expressed as two terms, the first being the X or easting co-ordinate and the second being the Y or northing co-ordinate. R.R.O. 1980, Reg. 929, s. 5.

6. In the System, the origin of co-ordinates in a zone is the intersection of the reference meridian of the zone and the equator and has a northing co-ordinate of zero feet and an easting co-ordinate of 1,000,000 feet. R.R.O. 1980, Reg. 929, s. 6.

7. In the System, the direction of a line shall be expressed as a grid azimuth. R.R.O. 1980, Reg. 929, s. 7.

8.—(1) In the System, in converting metres to feet the number of metres shall be divided by 0.3048000.

(2) In the System, in converting feet to metres the number of feet shall be divided by 3.2808399. R.R.O. 1980, Reg. 929, s. 8.

Schedule 1

ITEM	COLUMN 1	COLUMN 2
	Zone	Reference Meridian
1	8	73° 30'
2	9	76° 30'
3	10	79° 30'
4	11	82° 30'
5	12	81° 00'
6	13	84° 00'
7	14	87° 00'
8	15	90° 00'
9	16	93° 00'
10	17	96° 00'

R.R.O. 1980, Reg. 929, Sched. 1.

REGULATION 1029

SURVEY METHODS

PART I GENERAL

1. The method of performing the survey in the provision of the Act referred to in paragraph 1 of Methods 2 to 9, 11 to 41, 43 to 80, 82 to 117, 119 to 143 and 146 to 166 shall be by the method set out in paragraph 2 and as illustrated by the sketch or sketches in paragraph 3 of each Method. R.R.O. 1980, Reg. 928, s. 1.

2. The usual practice in the original survey for the type of township in the provision of the Act referred to in paragraph 1 of Methods 1, 10, 42, 81, 118, 144 and 145 is illustrated by the sketch or sketches in paragraph 2 of each Method. R.R.O. 1980, Reg. 928, s. 2.

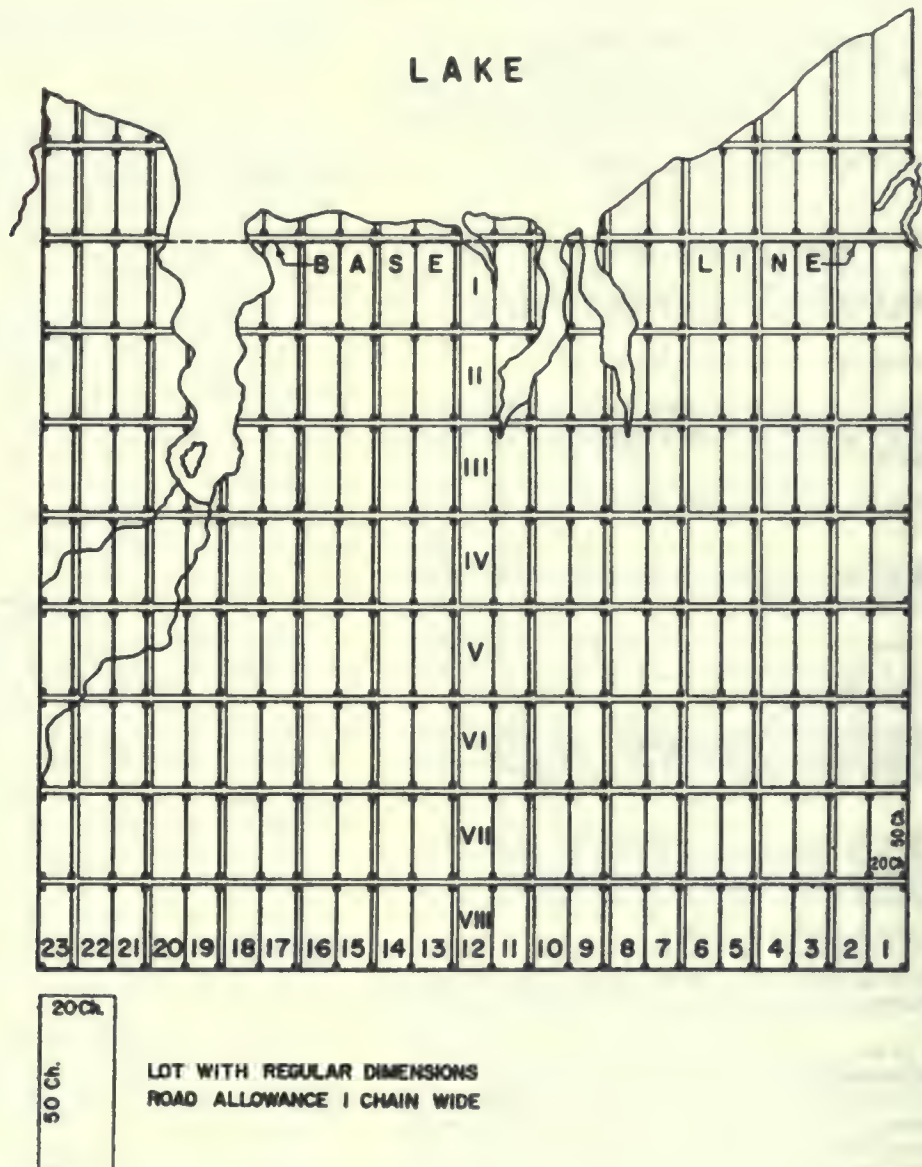
**PART II
FRONT AND REAR TOWNSHIPS**

METHOD 1

1. Section 13, subsection 1, a "front and rear township" is one where the usual practice in the original survey was to survey the boundaries, base lines, if any, and the side lines of the lots and establish the corners of the lots and make road allowances between each concession and along the side lines between each second lot.

2.

SKETCH



Heavy lines (—) indicate lines surveyed.
Squares (■) indicate lot corners usually established but not always posted.

R.R.O. 1980, Reg. 928, Meth. 1.

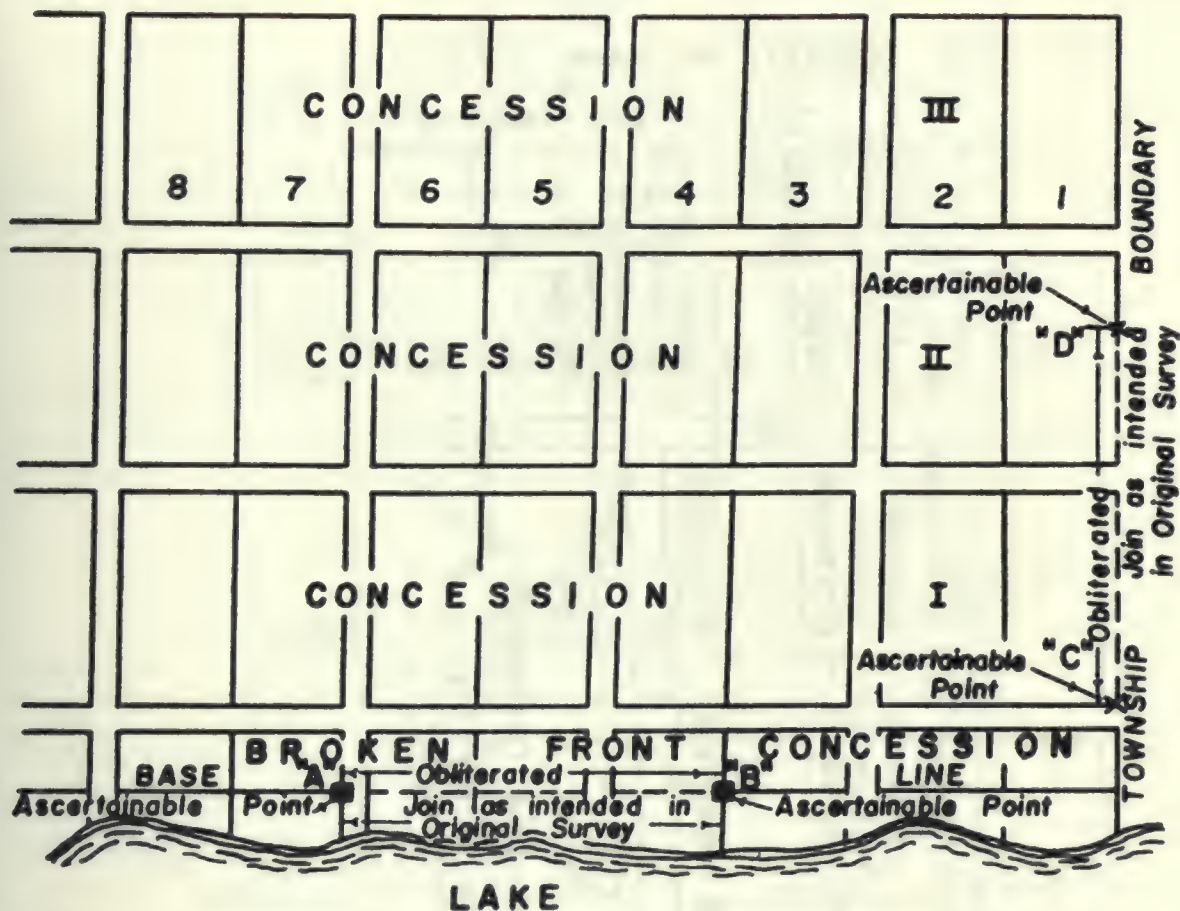
METHOD 2

1. Section 13, subsection 2, paragraph 2, to re-establish part of an obliterated township boundary or base line in a front and rear township where no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the side line as intended in the original survey.

3.

SKETCH



Re-establish obliterated part of base line by joining ascertainable points A and B as intended in the original survey*

Re-establish obliterated part of township boundary by joining ascertainable points C and D as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 2.

METHOD 3

1. Section 13, subsection 2, paragraph 3, to re-establish an obliterated side line or part thereof in a front and rear township where no evidence of the original position of the side line exists.

2. Join the nearest ascertainable points on the side line as intended in the original survey and, where the end of the side line is also obliterated, measure along the base line or township boundary in the manner intended the distance shown on the original plan and field notes.

3.

SKETCH



Survey line measured from A to B in the original survey. Re-establish point B by measuring distance A to B as made in the original survey.

Re-establish obliterated part of side line D-E by joining ascertainable points D and E as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 3.

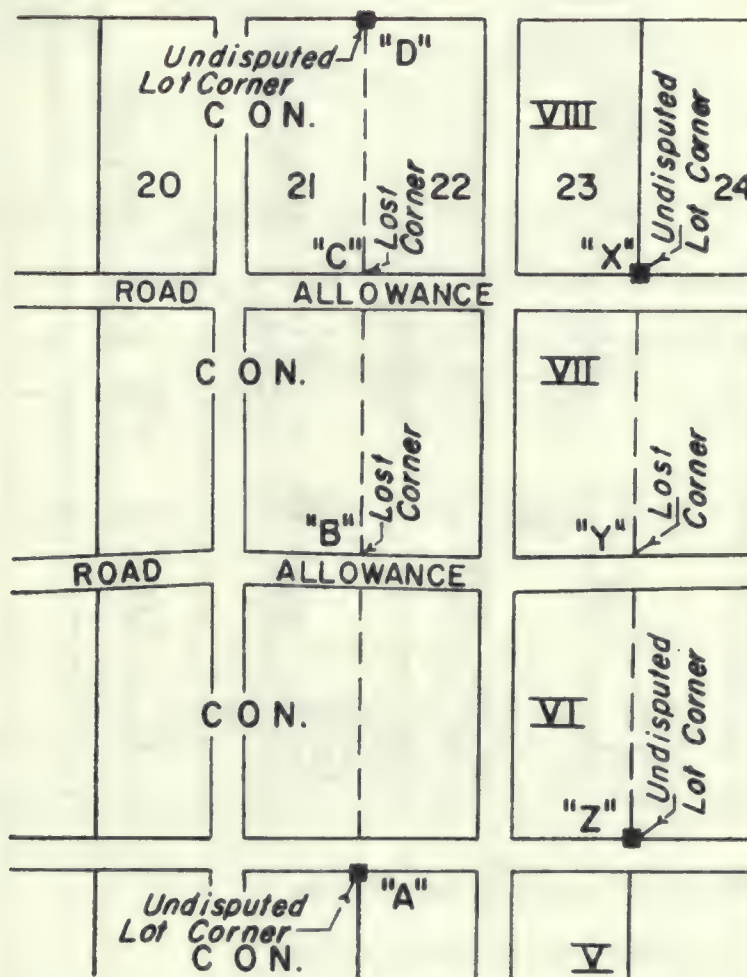
METHOD 4

1. Section 13, subsection 2, paragraph 4, to re-establish a lost lot corner in a front and rear township when no evidence of the original position of the corner exists.

2. Determine the distance along the side line between the two nearest undisputed lot corners, one being on either side of the lost corner, and establish the lost corner by dividing the distance proportionately as intended in the original survey, having regard for any road allowance made in the original survey.

3.

SKETCH



Establish lost lot corners C and B by dividing the distance between undisputed lot corners A and D proportionately as intended in the original survey, having due regard for the road allowance made in the original survey.

Establish lost corner Y by dividing the distance between undisputed lot corners X and Z proportionately as intended in the original survey, having due regard for any allowance for road made in the original survey.

R.R.O. 1980, Reg. 928, Meth. 4.

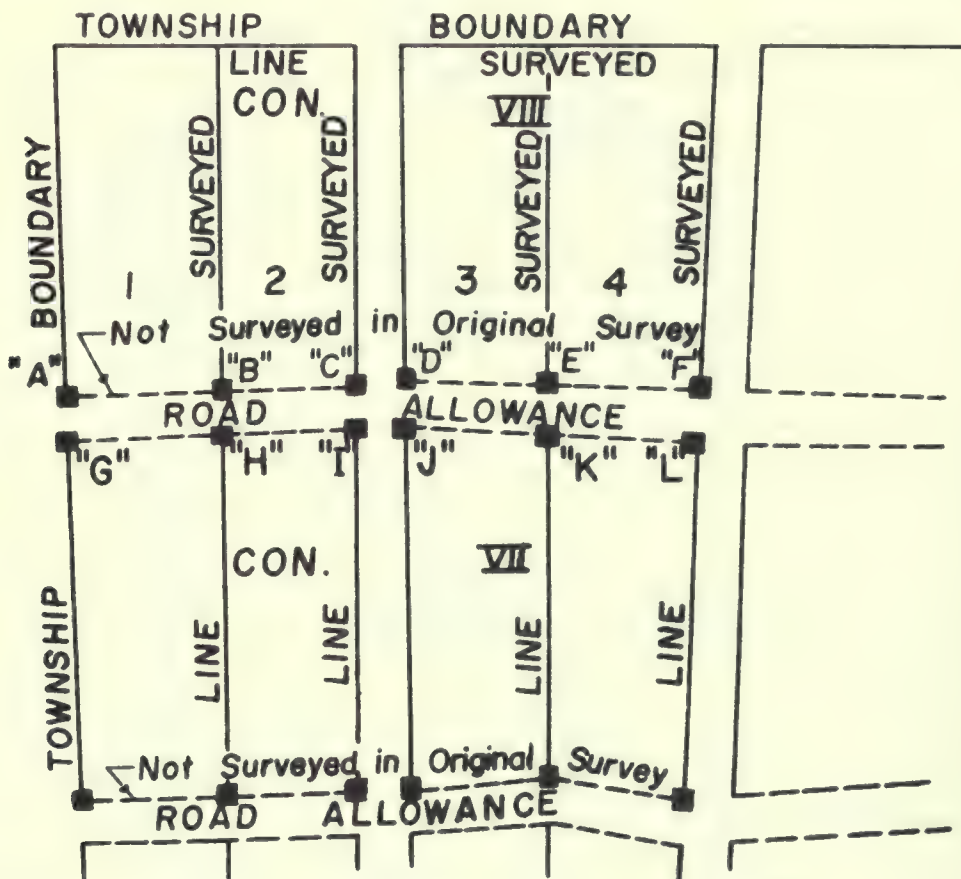
METHOD 5

1. Section 14, to establish the boundary of a lot shown on the original plan but not surveyed in the original survey in a front and rear township.

2. Join the two established corners of such lot with a straight line.

3.

SKETCH



(■) Square indicates corners of lots established in original survey but not always posted.
Lines marked "line surveyed" were surveyed in original survey.

Join A-B, B-C, D-E, E-F, for boundaries of lots not surveyed in the original survey.

Join G-H, H-I, J-K, K-L, for boundaries of lots not surveyed in the original survey.

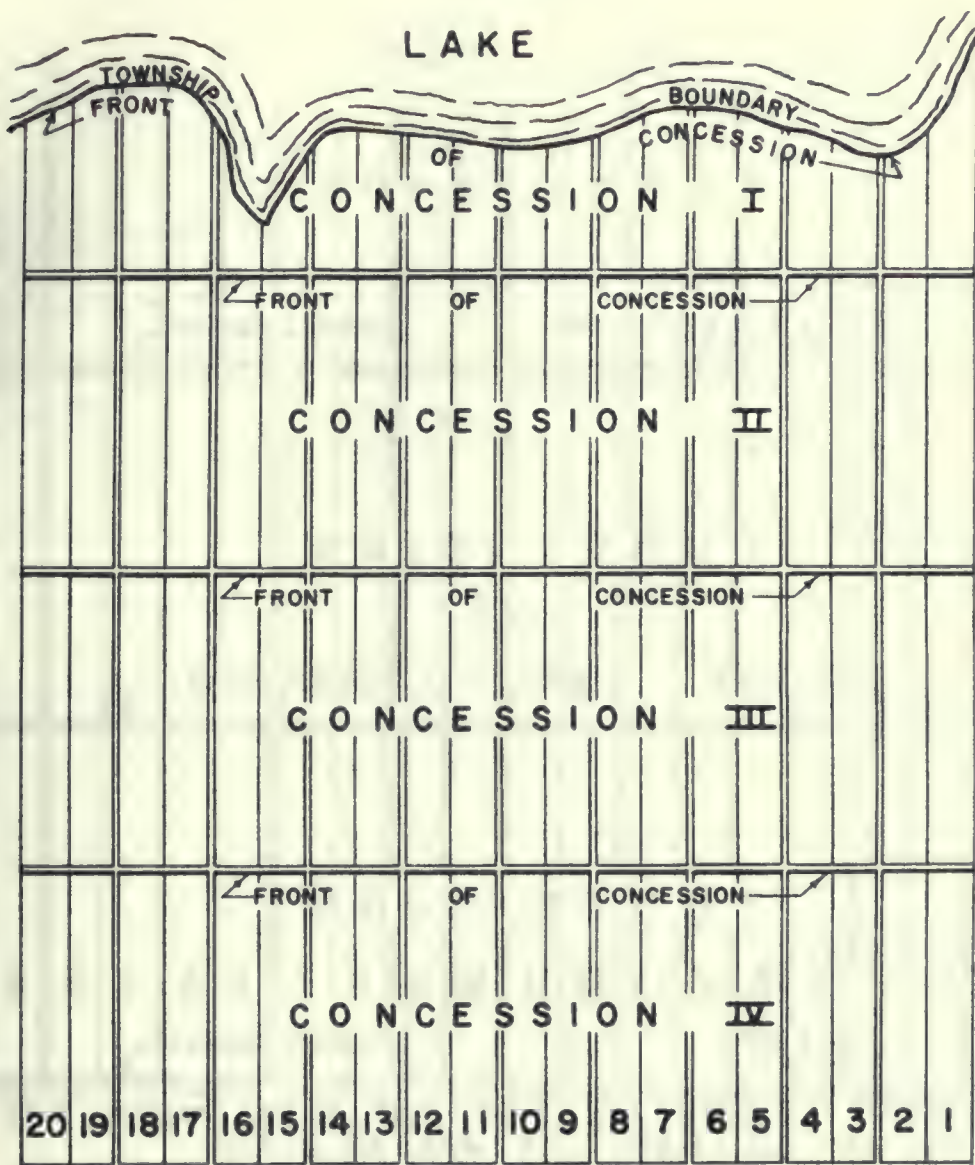
R.R.O. 1980, Reg. 928, Meth. 5.

METHOD 6

1. Section 15, to define the front of a concession in a front and rear township when the concessions are numbered or lettered.
2. The front of a concession is the boundary of the concession that is nearest the boundary of the township from which the concessions are numbered or lettered.

3.

SKETCH



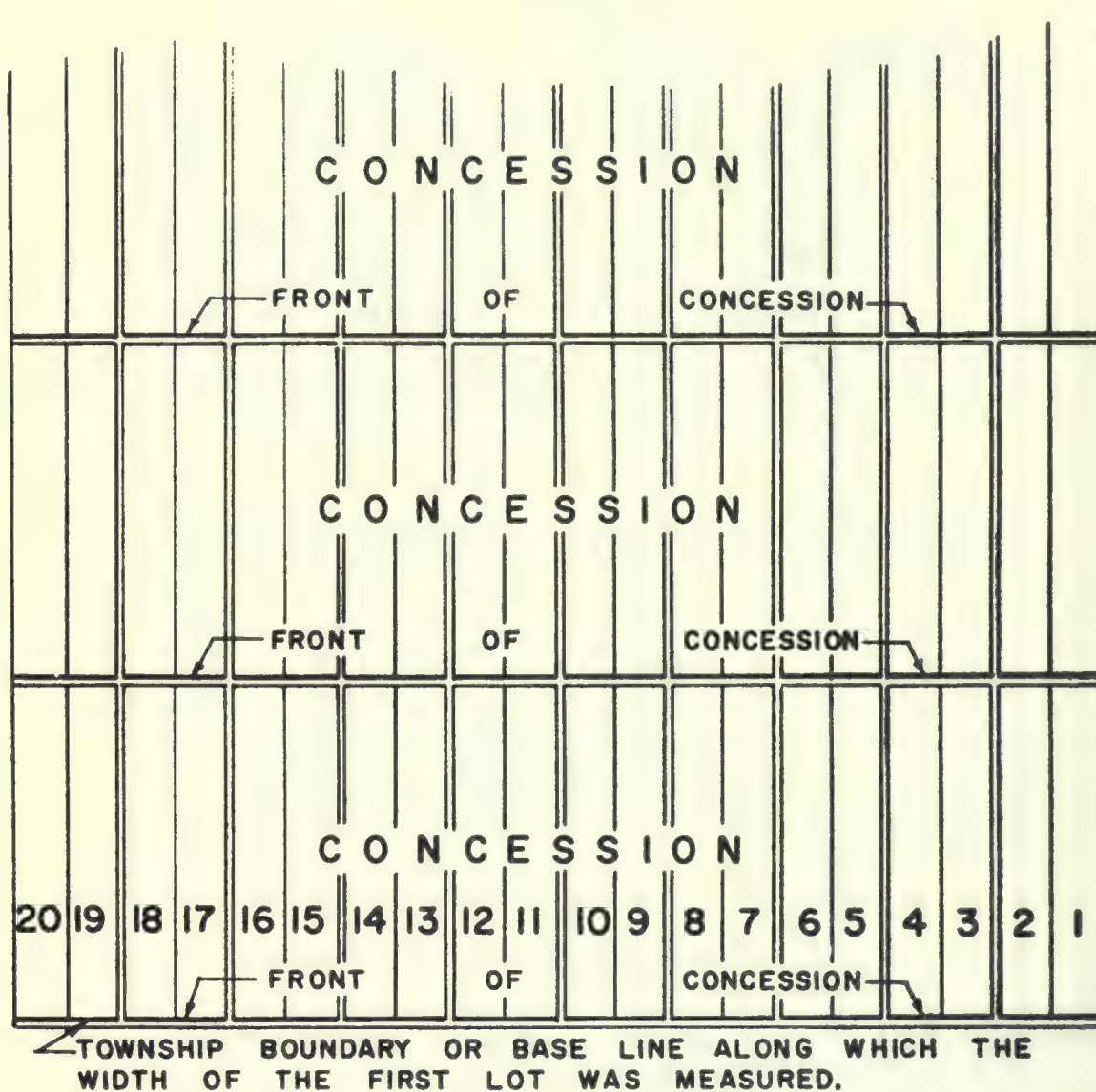
R.R.O. 1980, Reg. 928, Meth. 6.

METHOD 7

1. Section 15, to define the front of a concession in a front and rear township in which the concessions are not numbered or lettered.
2. The front of a concession is the boundary of the concession nearest to the boundary of the township or the base line along which the width of the first lot was measured in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 7.

METHOD 8

1. Section 16, subsection 1, to define the aliquot part of a lot in a front and rear township.

2. The aliquot part of a lot is the aliquot part of the area of the lot whether the area so determined is more or less than that expressed in any grant or other instrument that intended to describe the part.

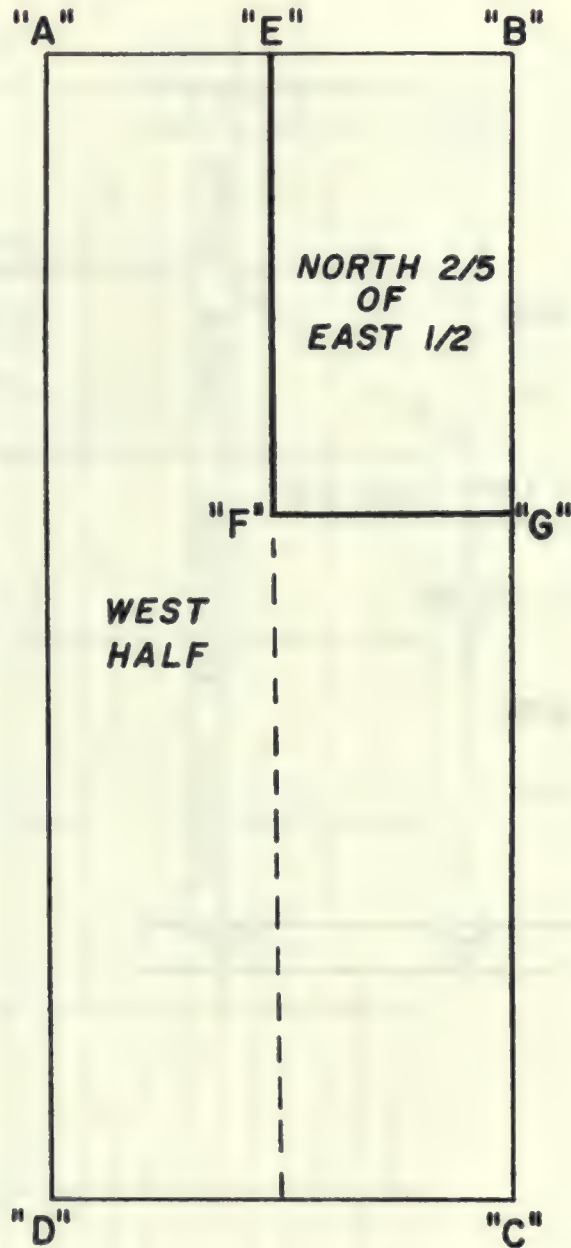
3.

SKETCH

Area of lot A, B, C, D determined by measurement is 104 acres.

Area of lot A, B, C, D expressed in grant is 100 acres.

Determine area of North $\frac{2}{5}$ of East $\frac{1}{2}$ of lot as $\frac{2}{5}$ of 52 acres.



R.R.O. 1980, Reg. 928, Meth. 8.

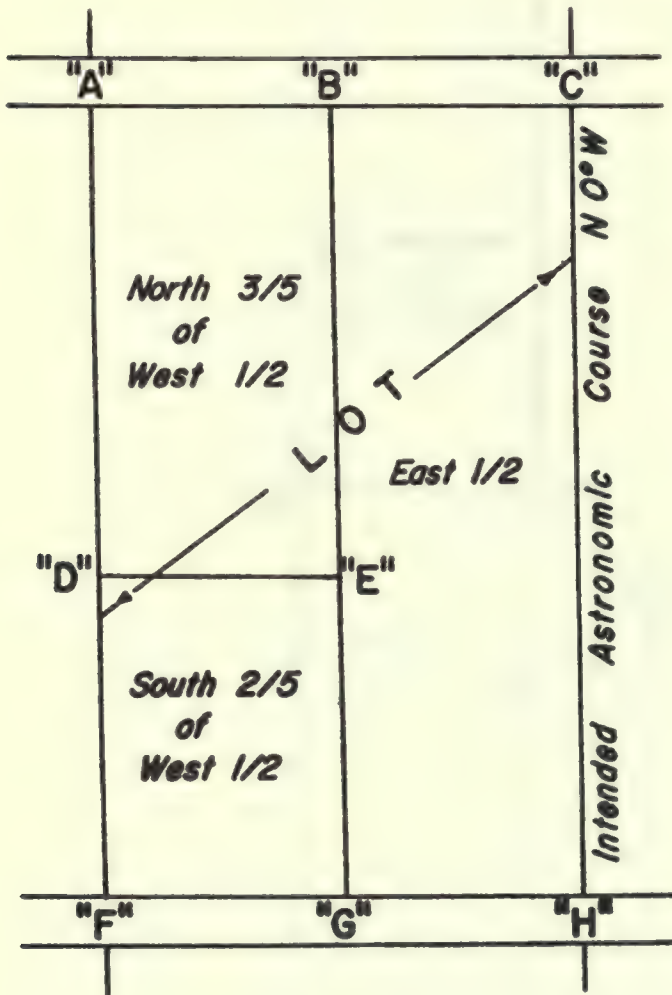
METHOD 9

1. Section 16, subsection 2, to survey the boundaries of an aliquot part of a lot in a front and rear township of which lot no aliquot part was surveyed before the 1st day of January, 1959.

2. Survey the boundaries on the astronomic course intended in the original survey for the side lines of the lot or on the astronomic course intended for the base line of the township, as the case may be.

3.

SKETCH



Survey line B-G on same astronomic course as that intended for the side lines of the lot.

Survey line D-E on same astronomic course as intended for base line of township in the original survey.

All parts of lot are aliquot parts of area of lot.

R.R.O. 1980, Reg. 928, Meth. 9.

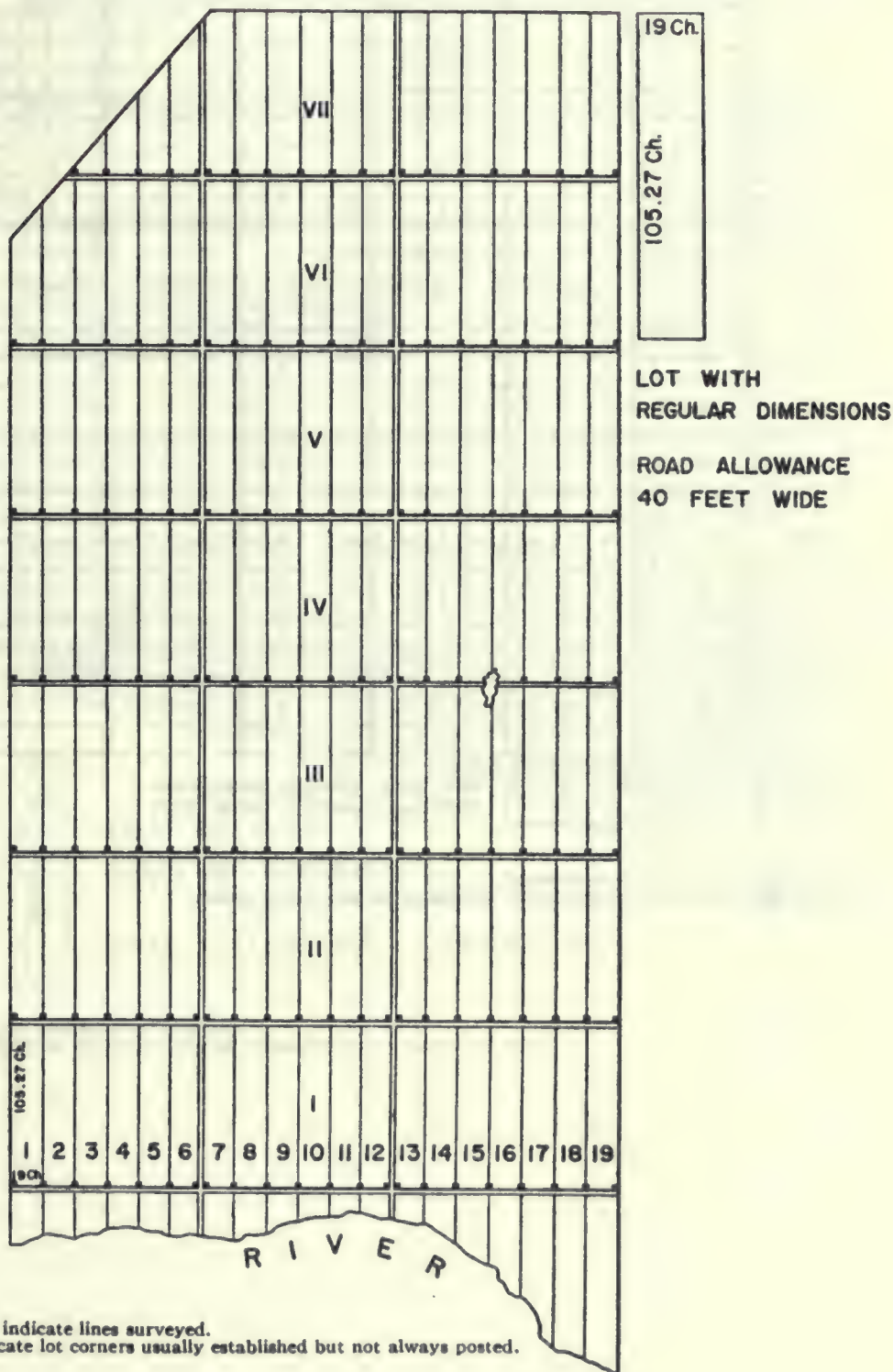
PART III SINGLE FRONT TOWNSHIPS

METHOD 10

1. Section 17, subsection 1, a "single front township" means a township where the usual practice in the original survey was to survey the township boundaries, the front lines of the concessions, the proof lines and base lines, if any, and divide the concessions in lots having regular dimensions and establish the lot corners on the front of each concession and make road allowances of uniform width between each concession and across the concessions between certain lots.

2. (i)

SKETCH



(ii)

SKETCH

37						
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100 ch.

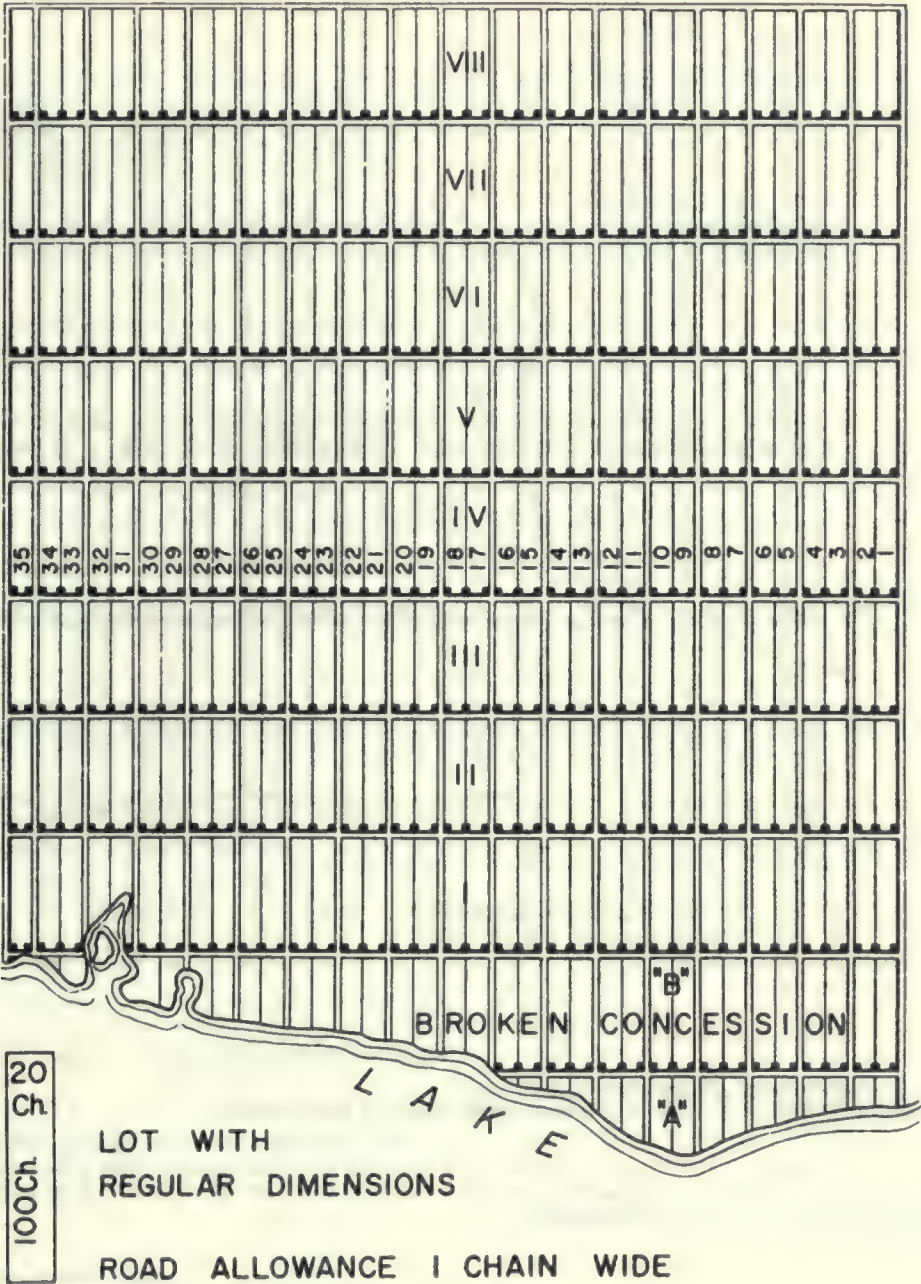
LOT WITH REGULAR DIMENSIONS
ROAD ALLOWANCE 1 CHAIN WIDE

Heavy lines (—) indicate lines surveyed.

Squares (■) indicate lot corners usually established but not always posted.

(iii)

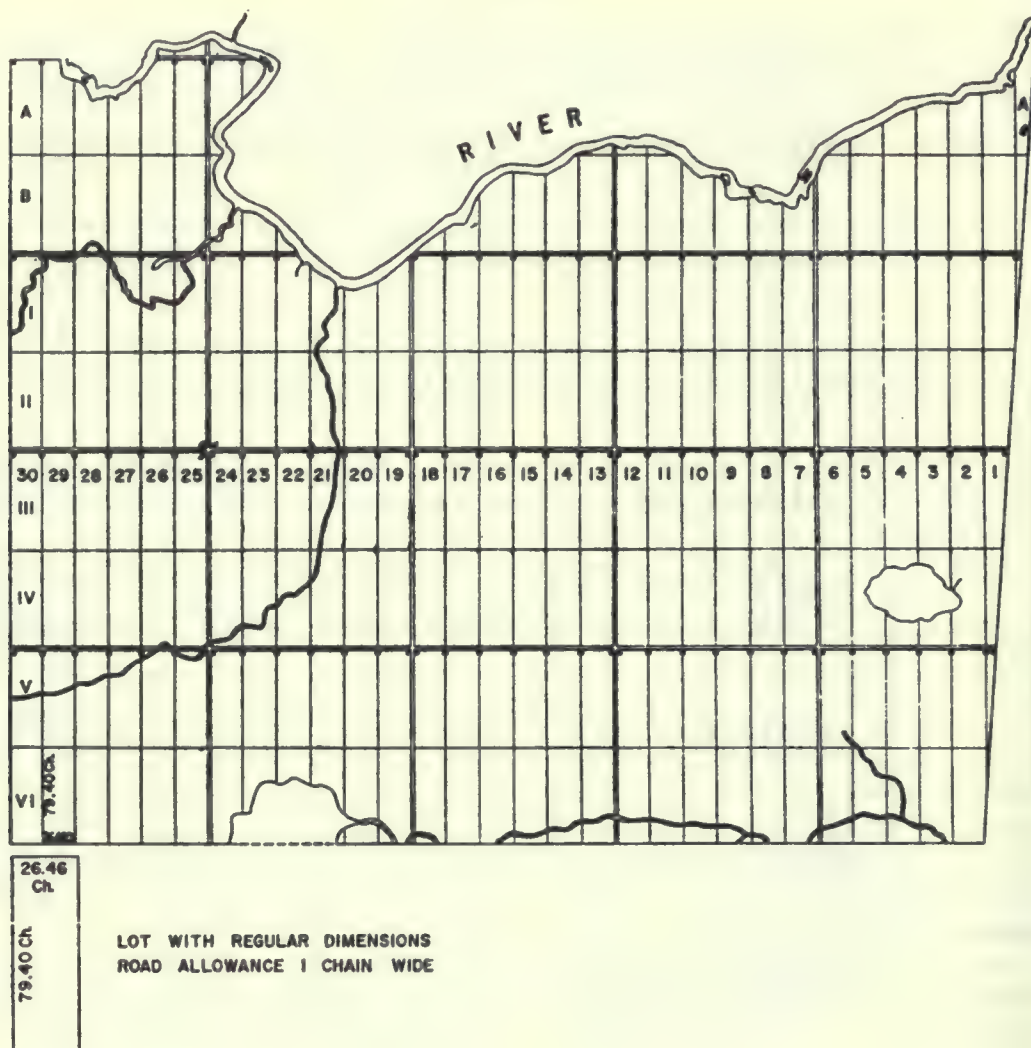
SKETCH



Heavy lines (—) indicate lines surveyed.
Squares (■) indicate lot corners usually established but not always posted.

(iv)

SKETCH



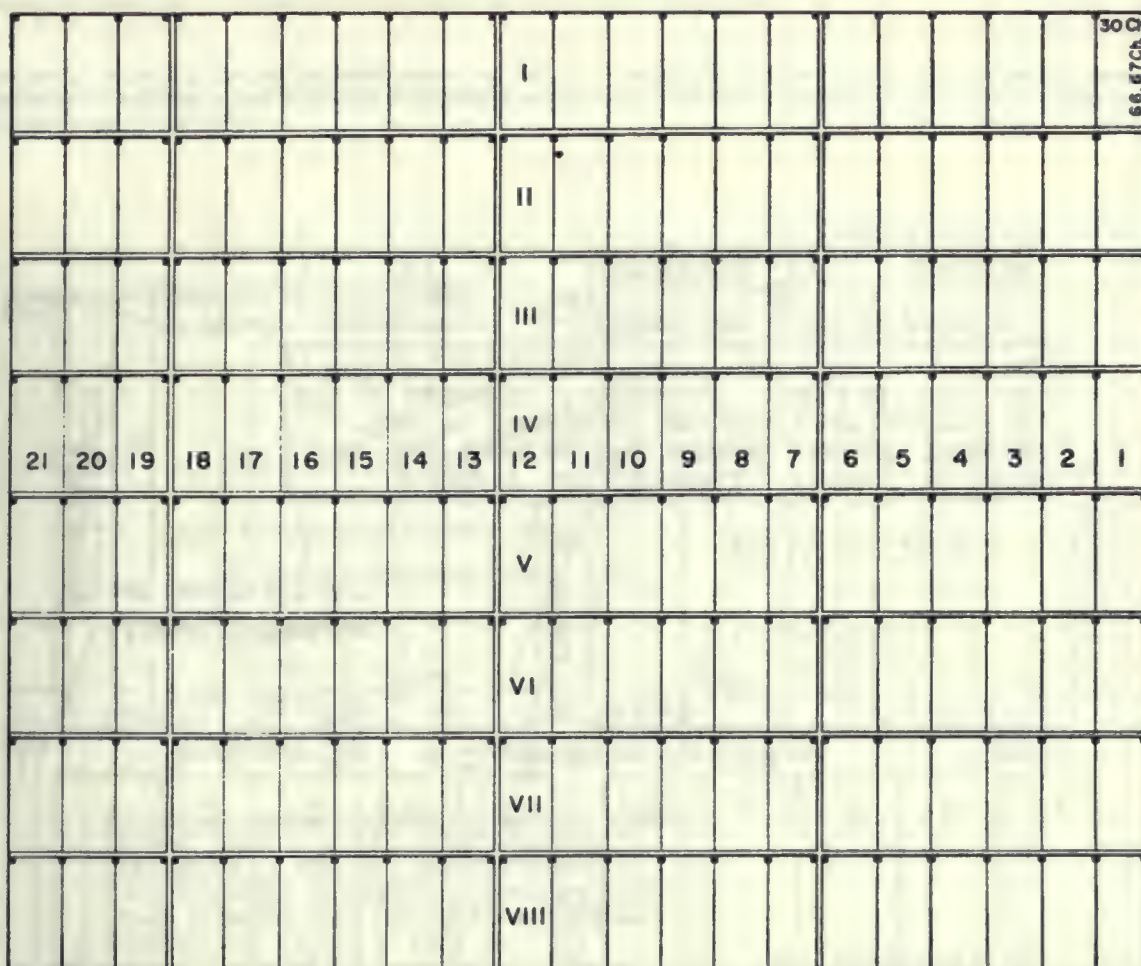
Heavy lines (—) indicate lines surveyed.

Squares (■) indicate lot corners usually established but not always posted.

NOTE: This type of single front township does not conform to the usual method of survey of single front townships. It is sometimes referred to as the alternate concession, single front township. It should be noted that road allowances were made between alternate concessions and the front line of such alternate concessions only were surveyed.

(v)

SKETCH



30 Ch.
66.67 Ch.

LOT WITH REGULAR DIMENSIONS

ROAD ALLOWANCE 1 CHAIN WIDE

Heavy lines (—) indicate lines surveyed.

Squares (■) indicate lot corners usually established but not always posted.

R.R.O. 1980, Reg. 928, Meth. 10.

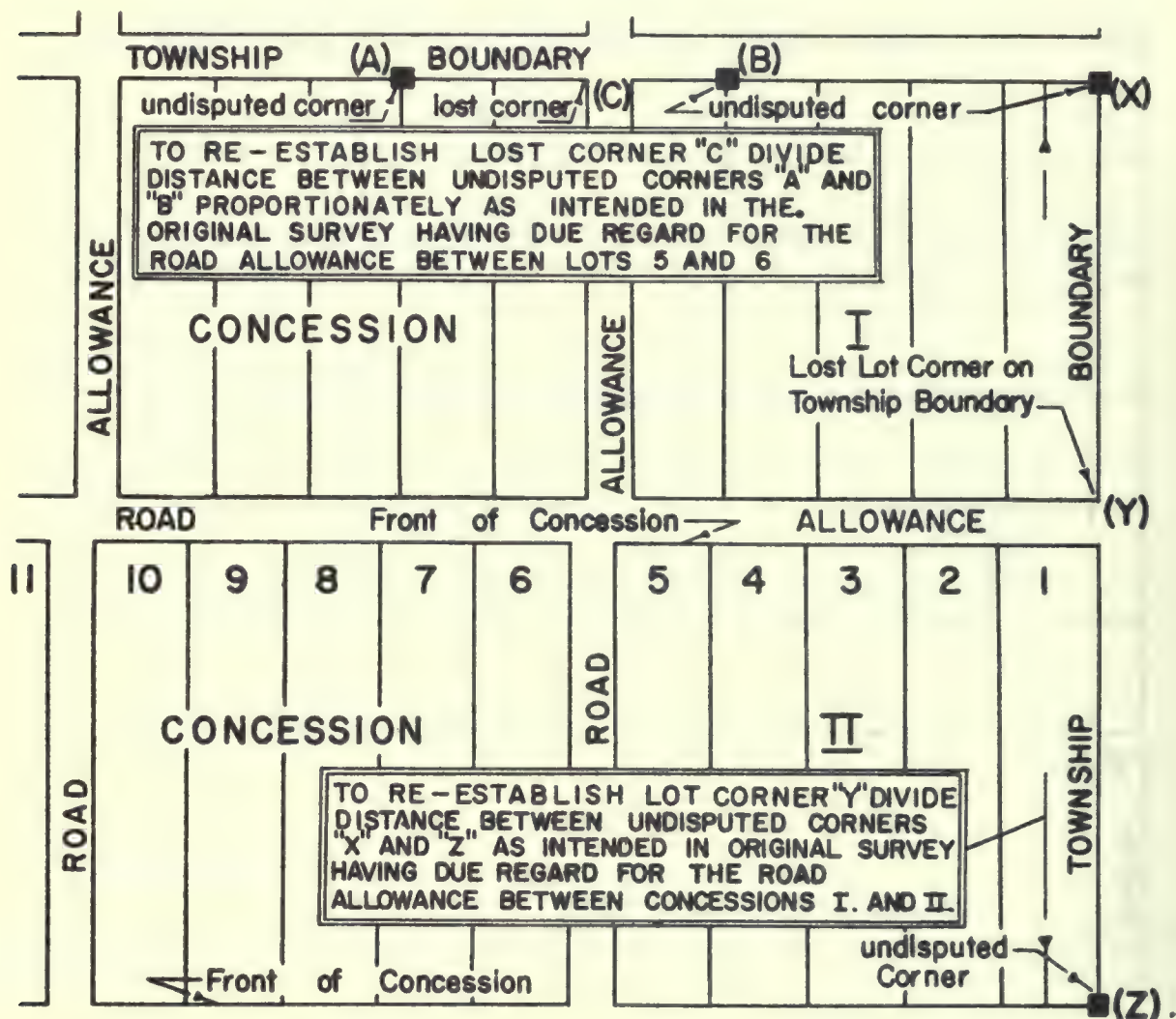
METHOD 11

1. Section 17, subsection 2, paragraph 2, to re-establish a lost lot corner in a single front township on a township boundary where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners on the township boundary, one being on either side of the lost corner, and re-establish the lost lot corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 11.

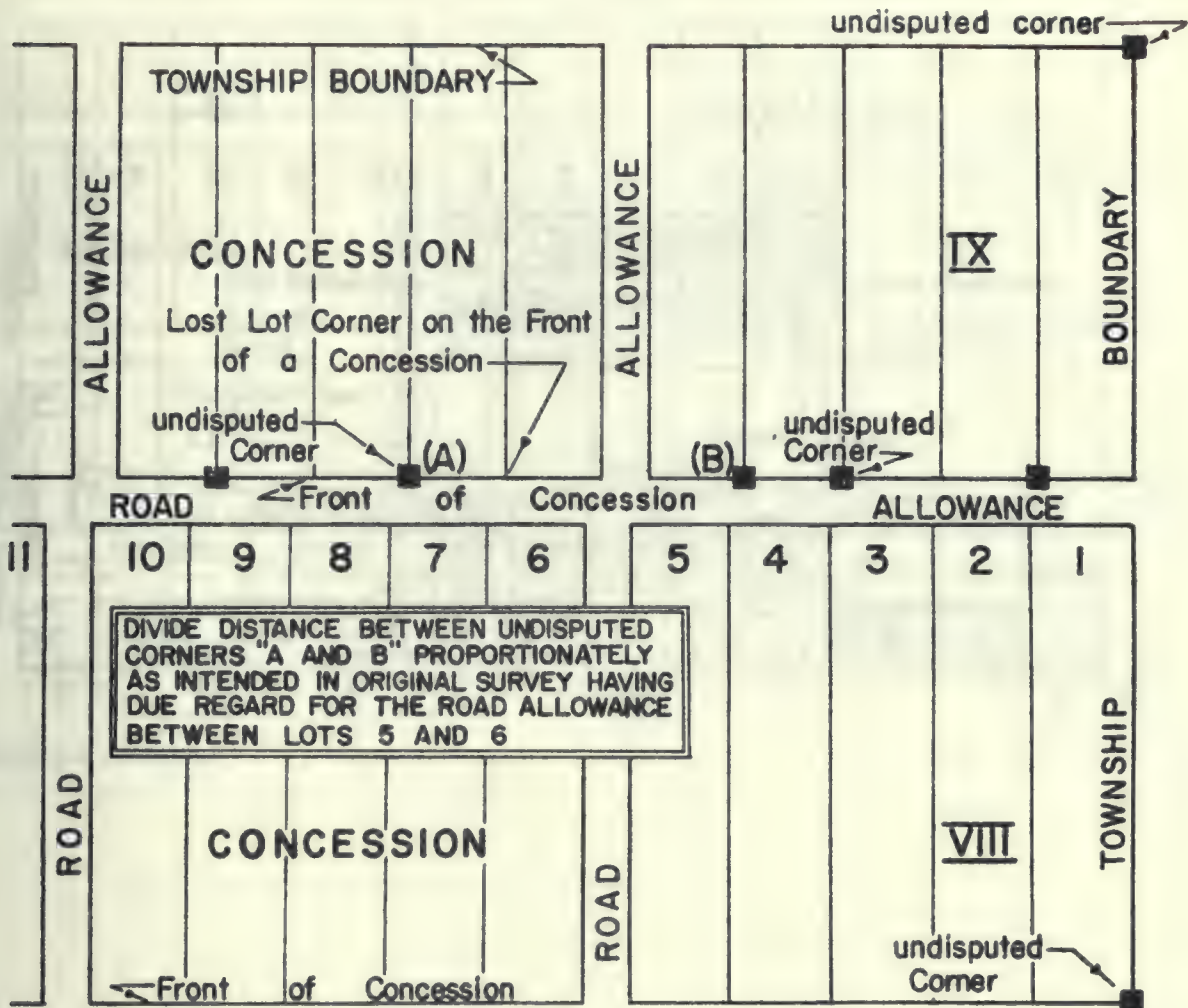
METHOD 12

1. Section 17, subsection 2, paragraph 2, to re-establish a lost lot corner in a single front township on the front of a concession where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners on the front of a concession, one being on either side of the lost corner, and re-establish the lost lot corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 12.

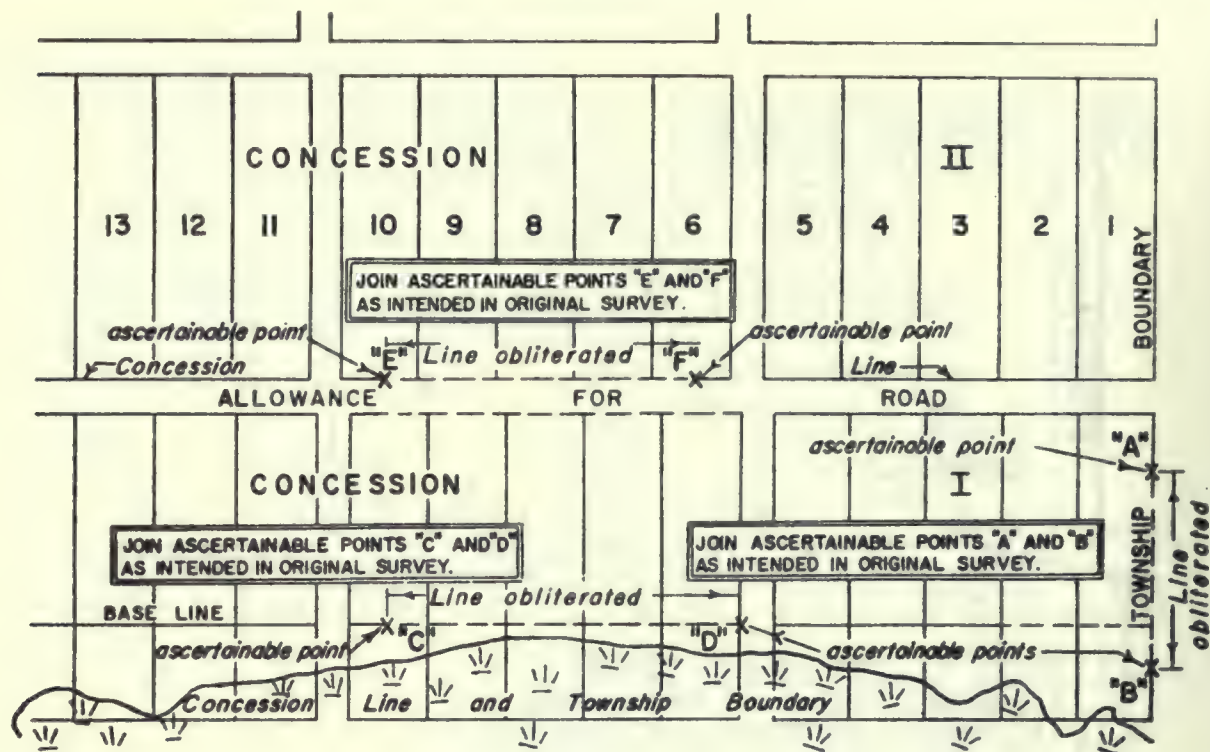
METHOD 13

1. Section 17, subsection 2, paragraph 3, to re-establish part of a township boundary, base line or concession line in a single front township which is obliterated and where no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the obliterated boundary or line as intended in the original survey.

3.

SKETCH



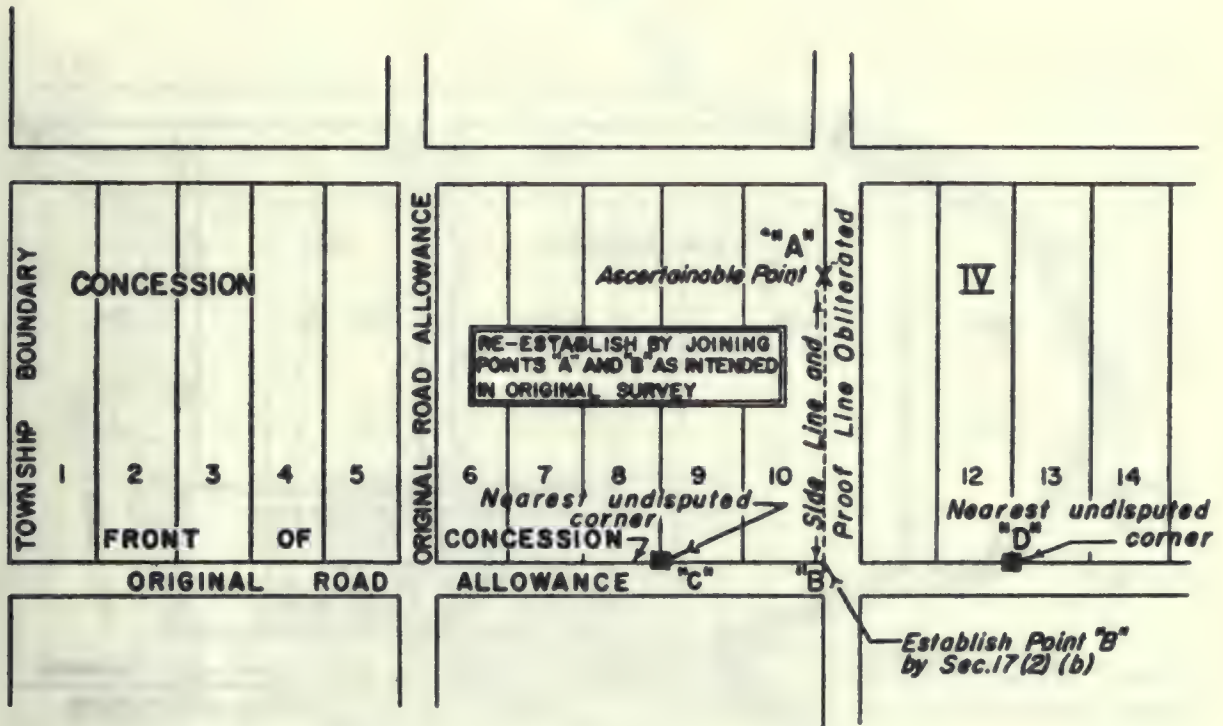
R.R.O. 1980, Reg. 928, Meth. 13.

METHOD 14

1. Section 17, subsection 2, paragraph 4, in a single front township to re-establish a side line of a lot, surveyed in the original survey as a proof line, where the line is obliterated and no evidence of the original position of the line exists.

2. Re-establish by joining the two nearest ascertainable points on the obliterated line as intended in the original survey.

3. SKETCH



R.R.O. 1980, Reg. 928, Meth. 14.

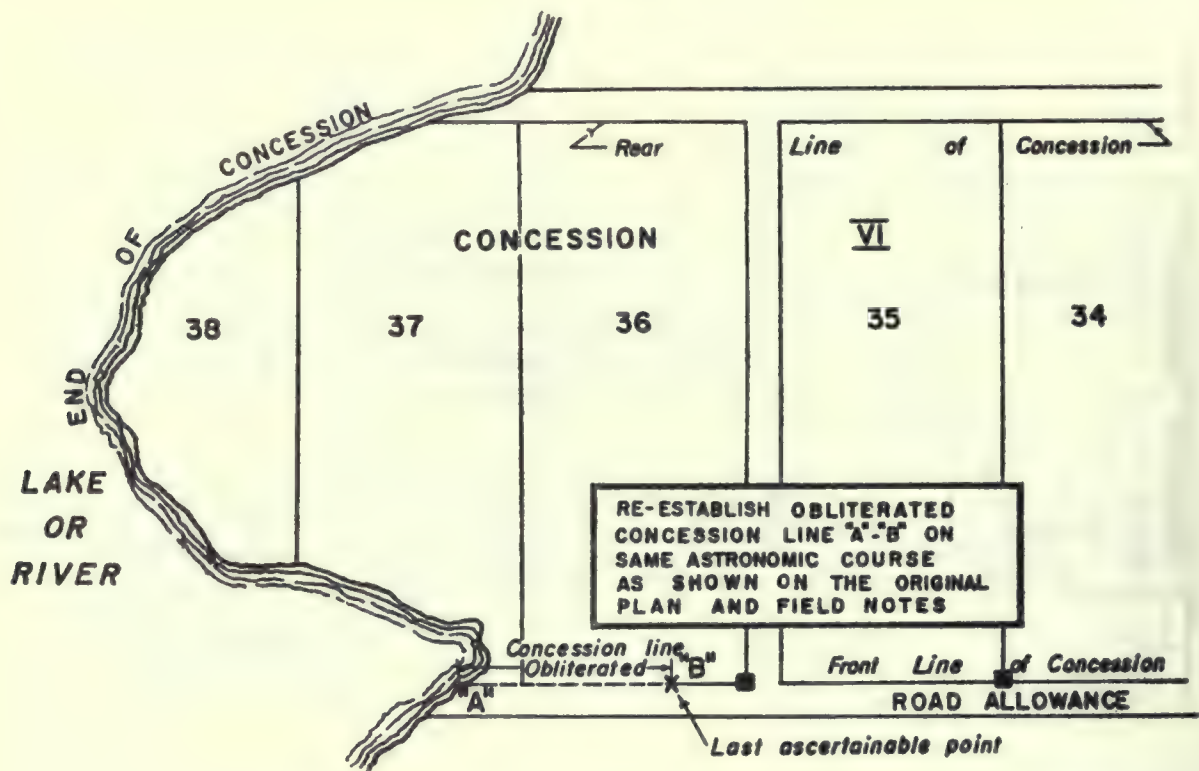
METHOD 15

1. Section 17, subsection 2, paragraph 5, to re-establish a concession line in a single front township and the front line of the concession is broken by a lake or river at its end and is obliterated beyond the last ascertainable point and no evidence of the original position of the line exists.

2. Re-establish the concession line, on the same astronomic course as shown on the original plan and field notes, from the last ascertainable point on the concession line.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 15.

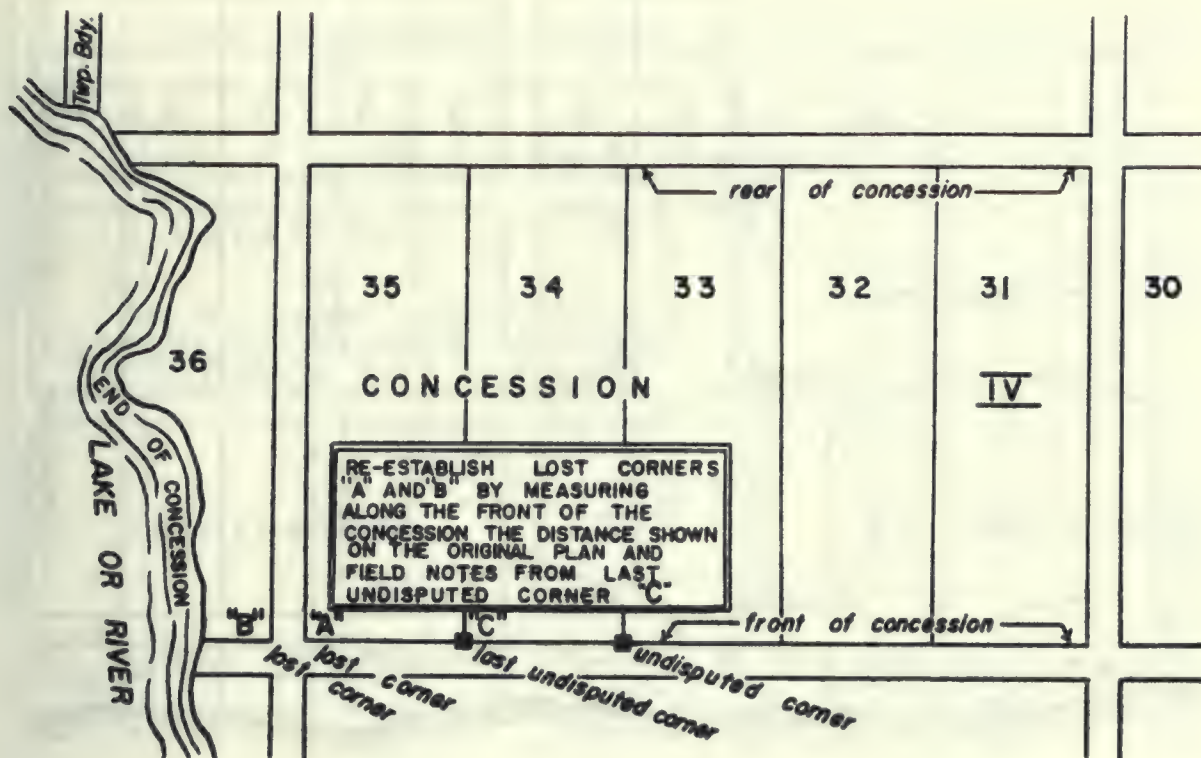
METHOD 16

1. Section 17, subsection 2, paragraph 6, to re-establish a lost lot corner in a single front township, where the corner is beyond the last undisputed corner on the front of a concession broken by a lake or river at its end and where no evidence of the original position of the lost corner exists.

2. Re-establish the corner by measuring along the front of the concession the distance shown on the original plan and field notes from the last undisputed corner on the concession line.

3.

SKETCH

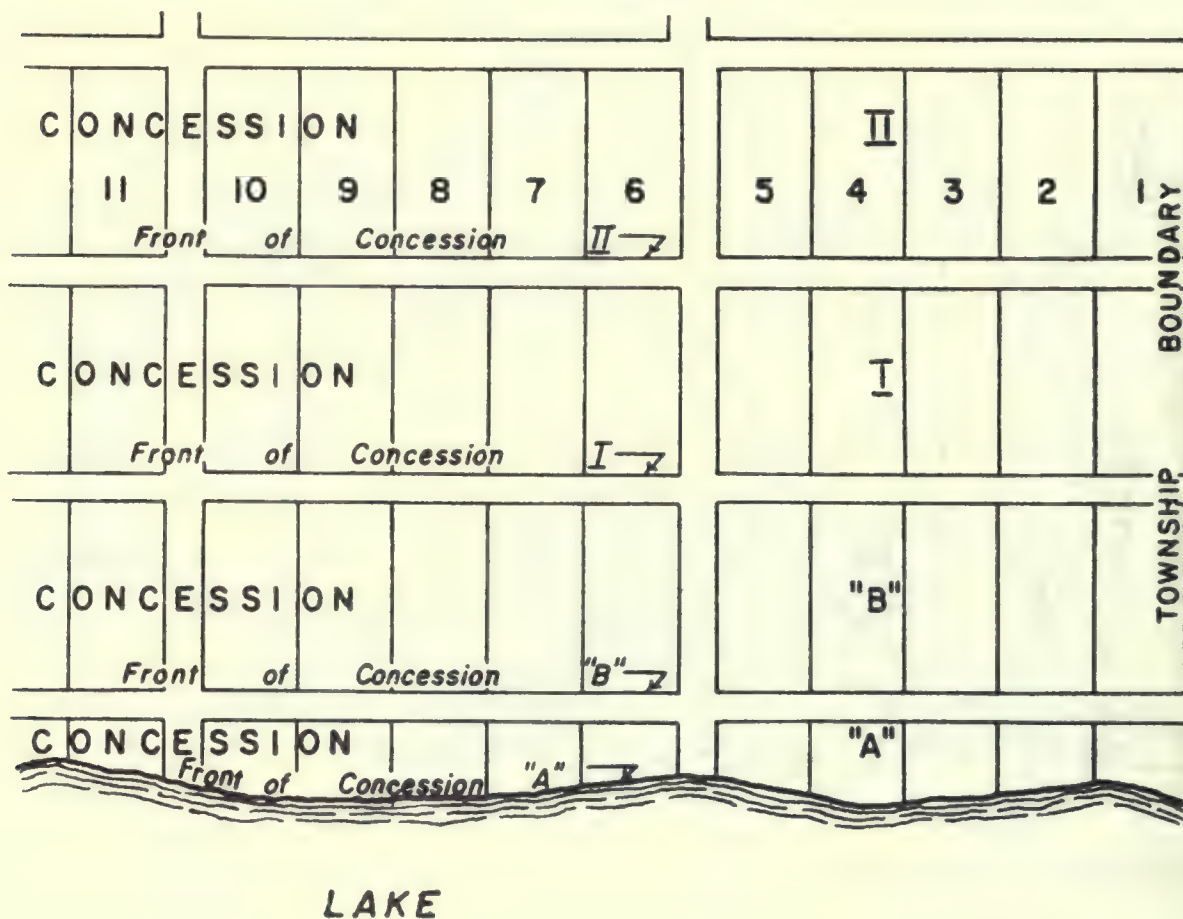


R.R.O. 1980, Reg. 928, Meth. 16.

METHOD 17

1. Section 18, to define the front of a concession in a single front township.
2. That boundary of the concession that is nearest the boundary of the township from which the concessions are numbered or lettered.
- 3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 17.

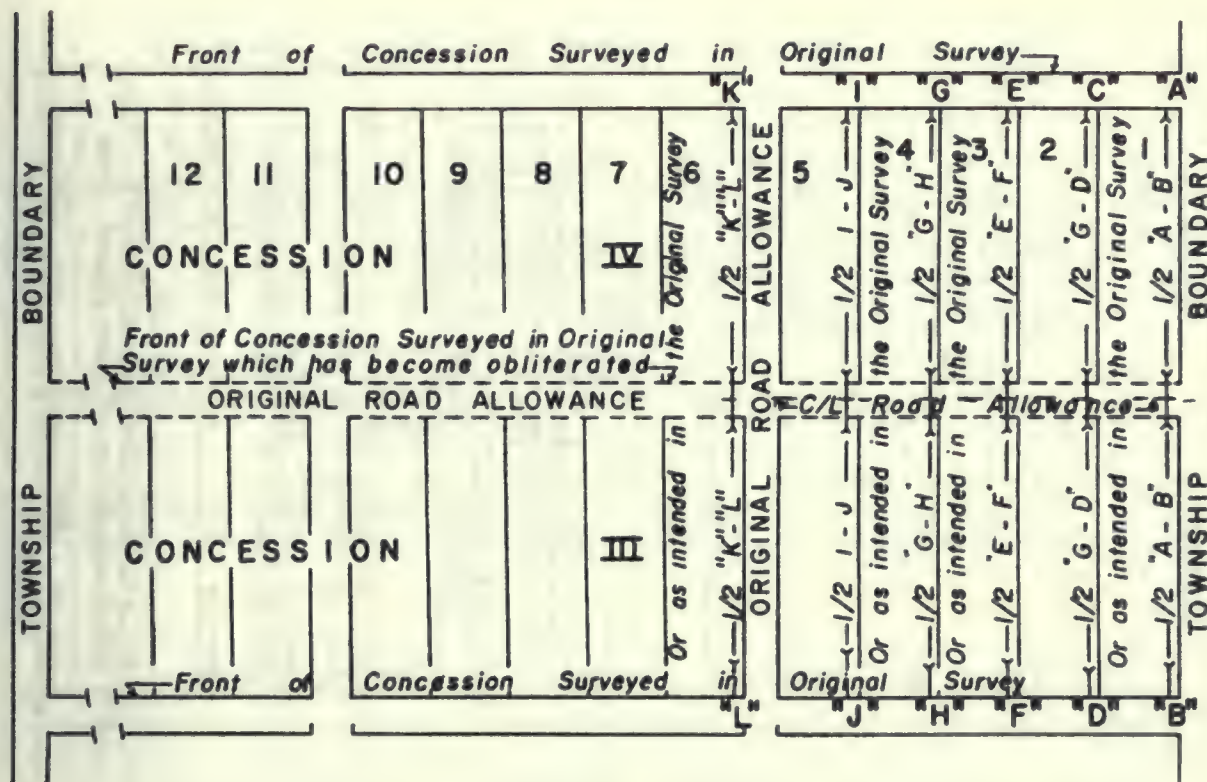
METHOD 18

1. Section 19, to re-establish the whole of the front boundary of a concession in a single front township that is obliterated and no evidence of the position of the original line exists.

2. Re-establish the obliterated front boundary of the concession by giving to the lots in each of the adjacent concessions a depth proportionate to that intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 18.

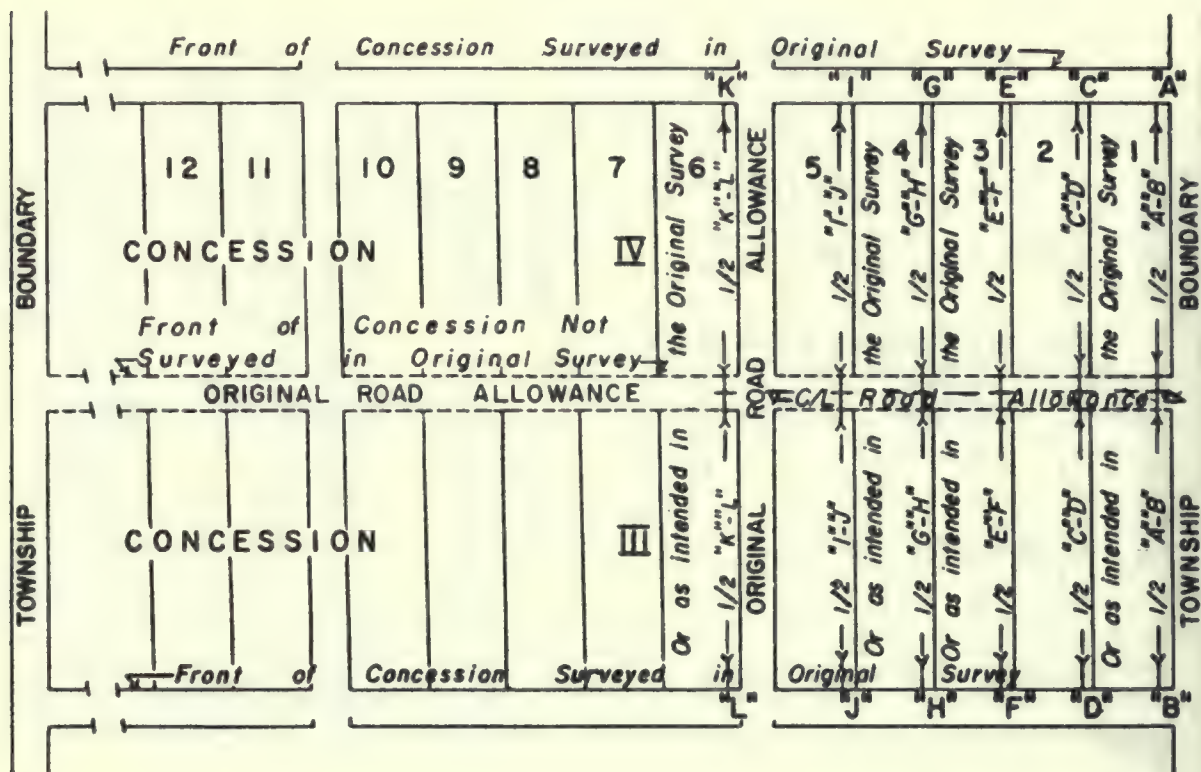
METHOD 19

1. Section 19, to re-establish the whole of the front boundary of a concession in a single front township that was not surveyed in the original survey.

2. Establish the front boundary of the concession by giving to the lots in each of the adjacent concessions a depth proportionate to that shown on the original plan and field notes, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 19.

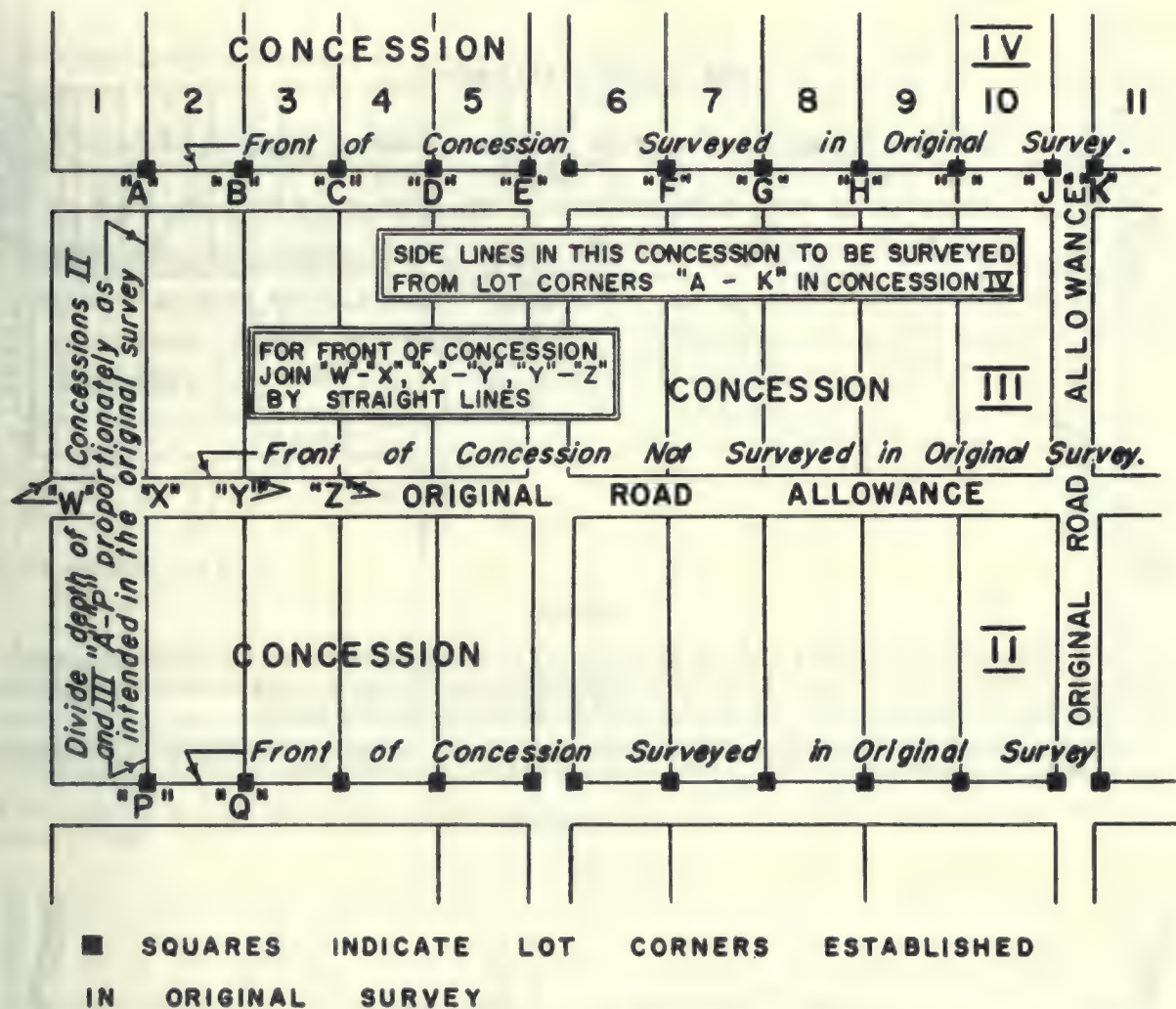
METHOD 20

1. Section 20, to establish the side lines of lots and the front boundary of a concession in a single front township where the front boundary of the concession was not surveyed in the original survey.

2. Survey the side lines, from the corners of the lots on the front of the concession in rear of the lots being surveyed, to the proportionate depth of the concession as shown on the original plan and field notes, having due regard for any road allowances made in the original survey, and a straight line joining the ends of the lot lines surveyed in this manner constitutes the front of the concession not surveyed in the original survey.

3.

SKETCH



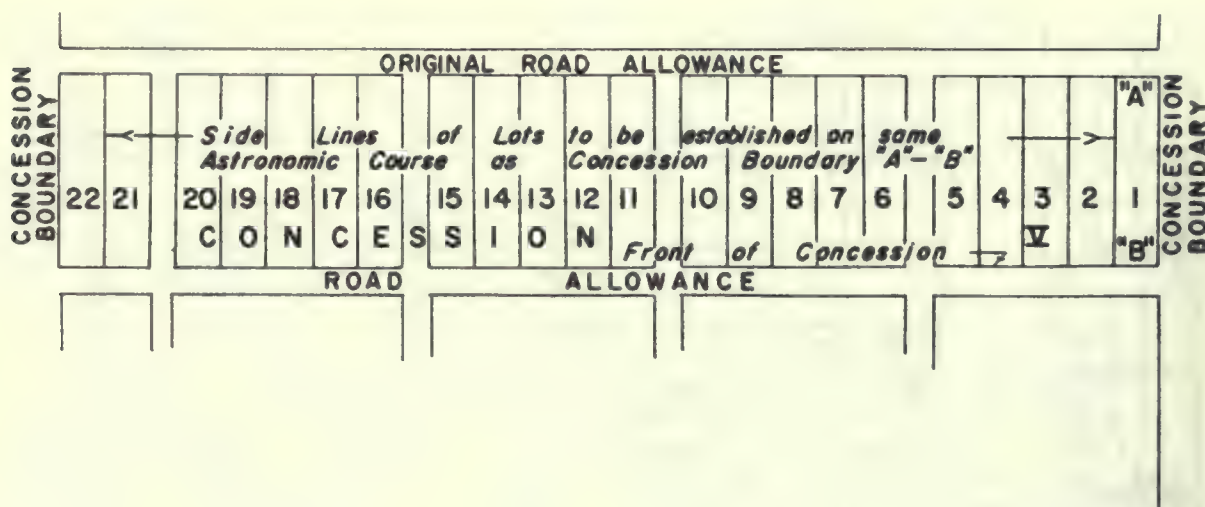
R.R.O. 1980, Reg. 928, Meth. 20.

METHOD 21

1. Section 21, paragraph 1, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the boundary line of the concession at the end from which the lots are numbered is unbroken and no proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the boundary of the concession at the end from which the lots are numbered, if so intended in the original survey.

3. SKETCH



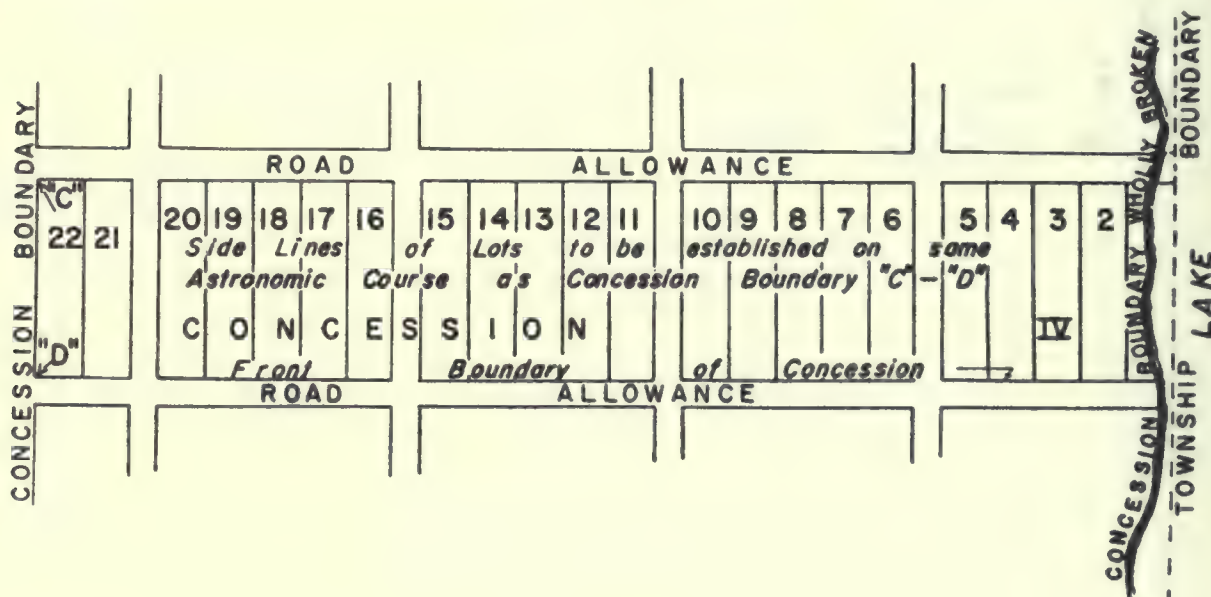
R.R.O. 1980, Reg. 928, Meth. 21.

METHOD 22

1. Section 21, paragraph 1, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the boundary line of the concession at the end of the concession from which the lots are numbered was not surveyed in the original survey because it was wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the concession boundary at the end opposite to that from which the lots are numbered, if so intended in the original survey.

3. SKETCH



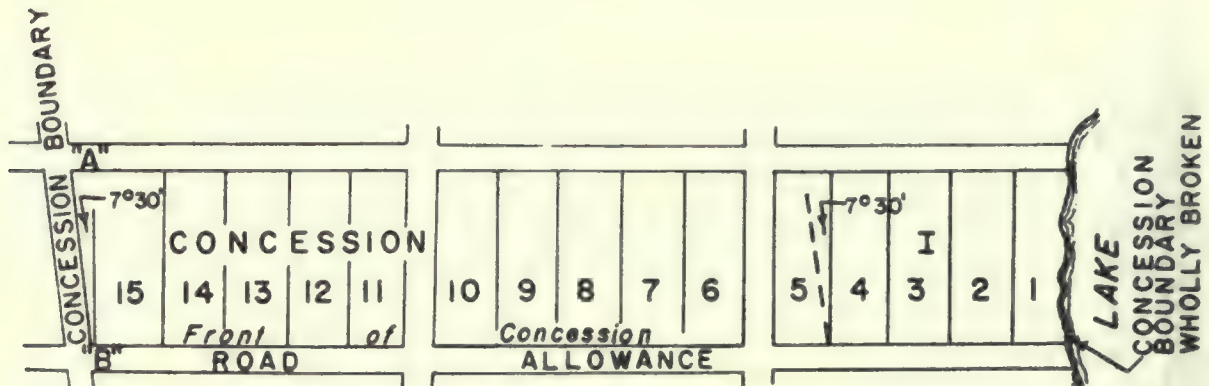
R.R.O. 1980, Reg. 928, Meth. 22.

METHOD 25

1. Section 21, paragraph 2, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the side lines of the lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and the boundary at the end of the concession from which the lots are numbered is wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the lot at the angle with the concession boundary at the end of the concession opposite to the end from which the lots are numbered, as shown on the original plan and field notes.

3. SKETCH



Establish Side Lines at the angle of 7°30' with the Concession Boundary "A"-"B" as shown on the original plan and field notes.

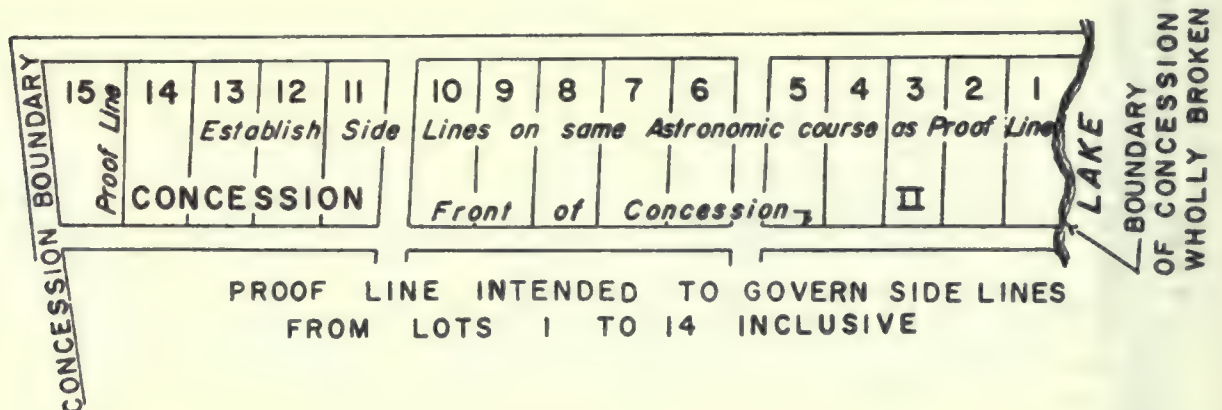
R.R.O. 1980, Reg. 928, Meth. 25.

METHOD 26

1. Section 21, paragraph 2, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the side lines were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and a proof line was surveyed in the original survey.

2. Establish the side line on the same astronomic course as the proof line on that side of the proof line which is farthest from the concession boundary which was intended to govern the course of the side line.

3. SKETCH



PROOF LINE INTENDED TO GOVERN SIDE LINES
FROM LOTS 1 TO 14 INCLUSIVE

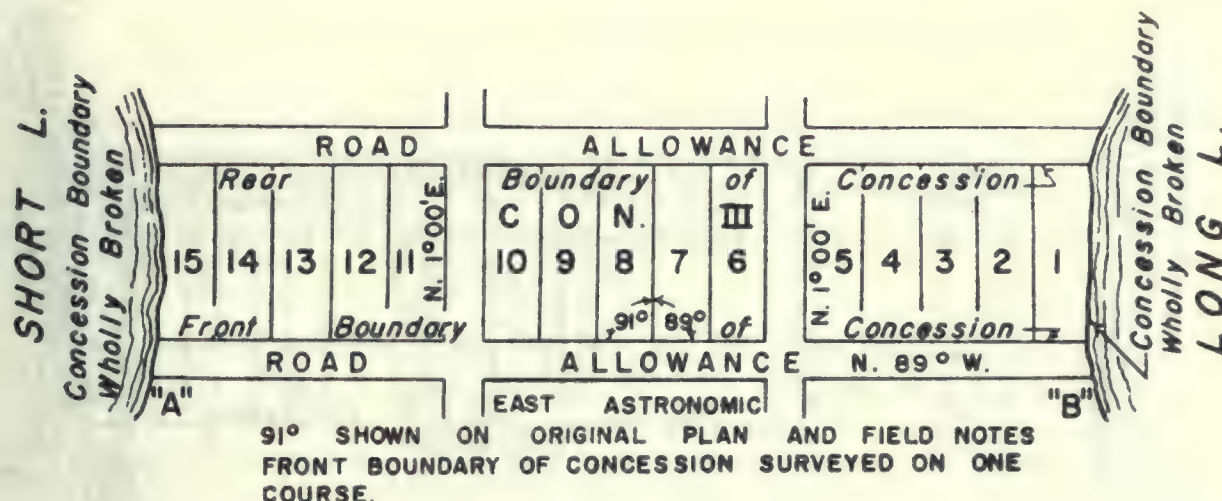
R.R.O. 1980, Reg. 928, Meth. 26.

METHOD 27

1. Section 21, paragraph 3, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the front boundary of the concession was surveyed as a straight line across the entire length of the concession and no proof line was surveyed in the original survey.

2. Establish the side line at the angle with the front boundary of the concession, as shown on the original plan and field notes.

3. SKETCH



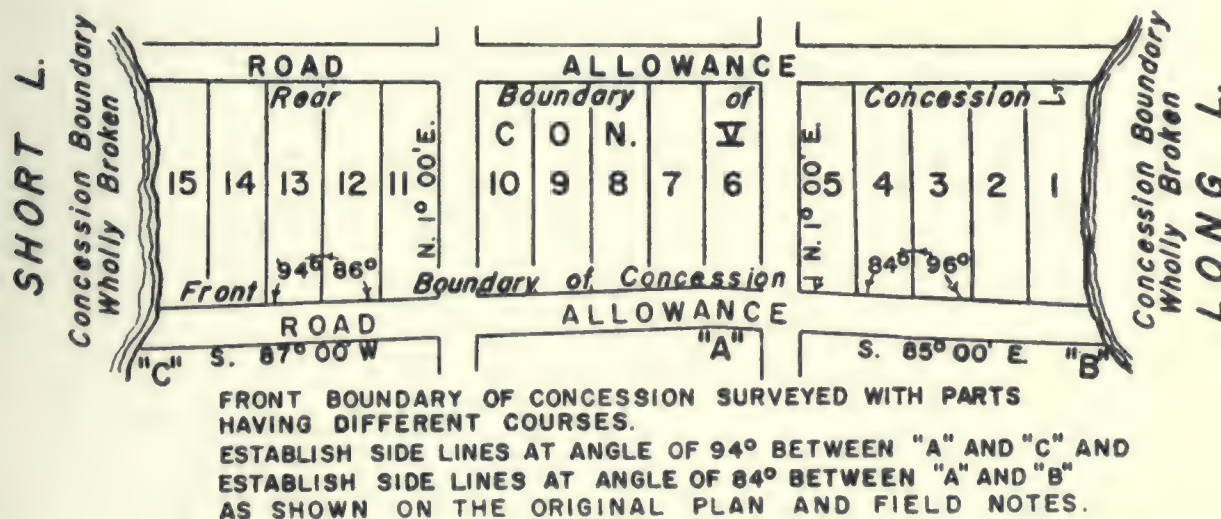
R.R.O. 1980, Reg. 928, Meth. 27.

METHOD 28

1. Section 21, paragraph 3, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey where the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the front boundary of the concession was surveyed with parts having different courses in the original survey and no proof line was surveyed in the original survey.

2. Establish the side line of the lot at the angle with the course of each of the parts of the front boundary of the concession, as shown on the original plan and field notes.

3. SKETCH

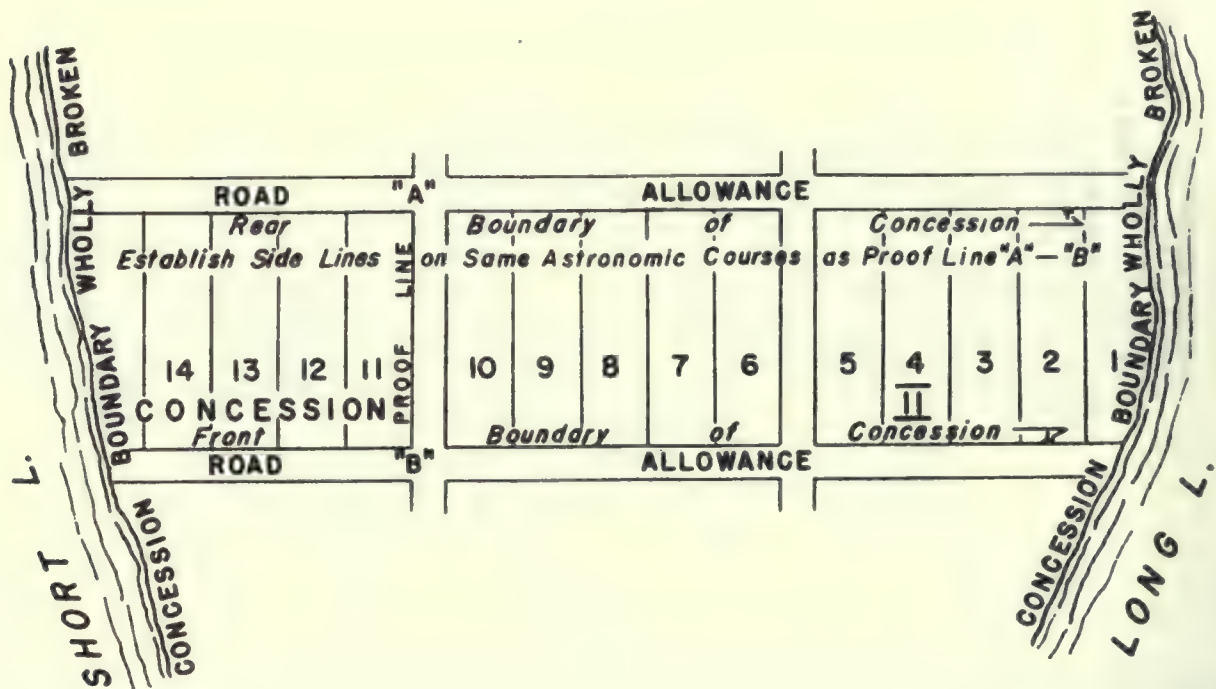


R.R.O. 1980, Reg. 928, Meth. 28.

METHOD 29

1. Section 21, paragraph 4, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and a proof line was surveyed in the original survey.
2. Establish the side line on the same astronomic course as the proof line.
3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 29.

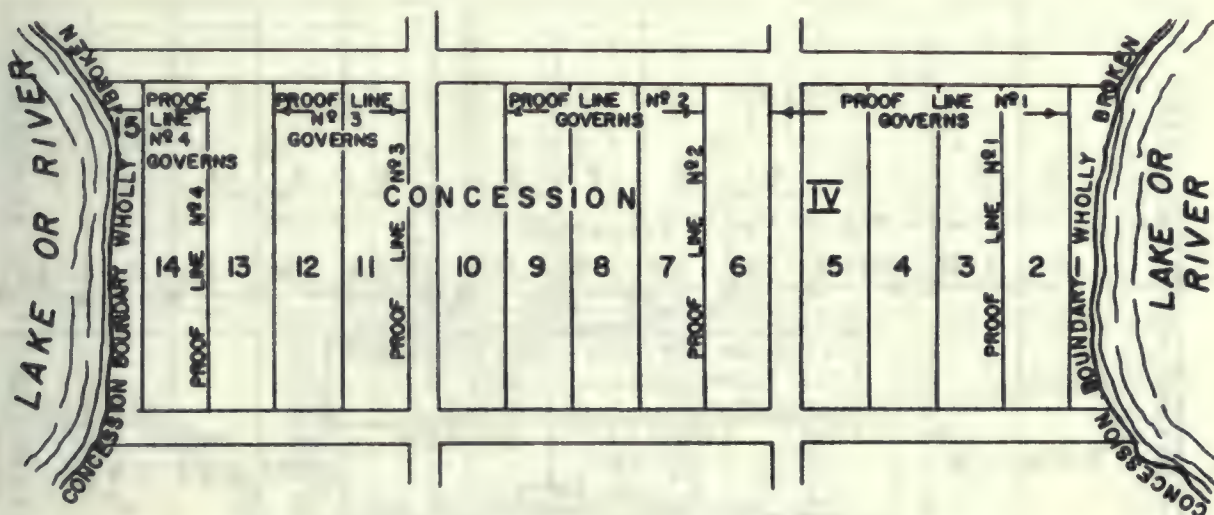
METHOD 30

1. Section 21, paragraph 5, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and two or more proof lines were surveyed in the original survey.

2. Establish the side lines between the end boundary of the concession from which the lots are numbered and the second proof line from that boundary on the same astronomic course as the first proof line from that boundary of the concession and establish the side lines between the second and the third proof lines on the same astronomic course as the second proof line and establish the side lines between the third and the fourth proof lines on the same astronomic course as the third proof line and, where other proof lines were surveyed, continue in the same manner throughout the concession.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 30.

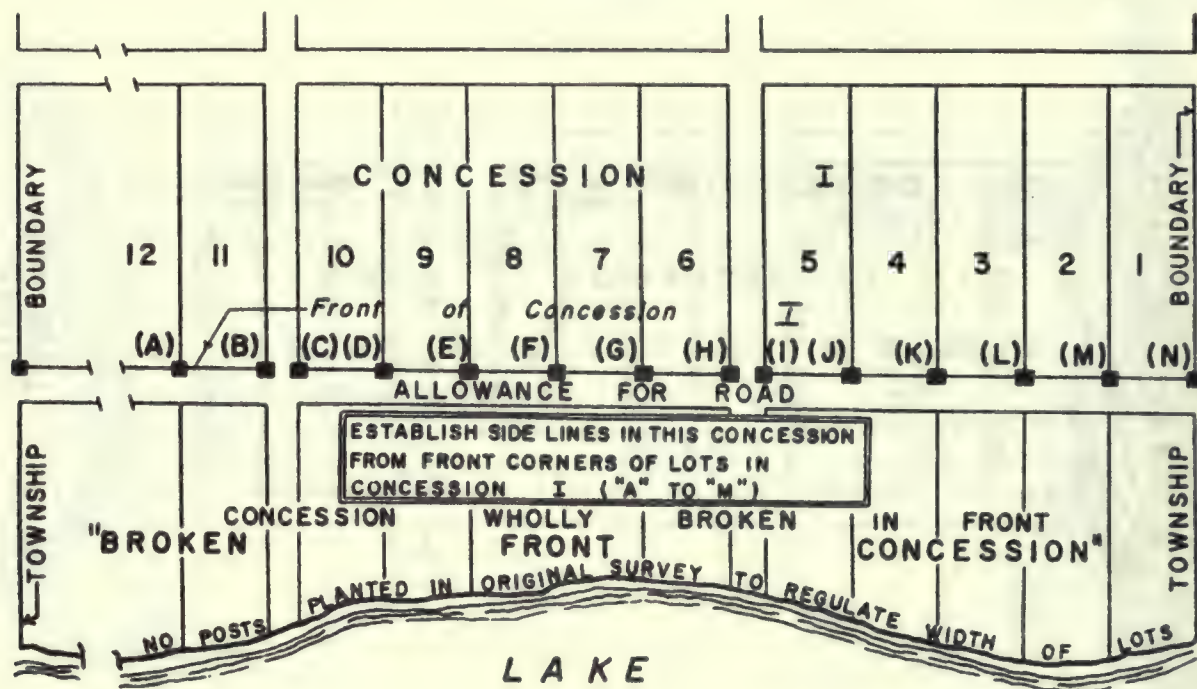
METHOD 31

1. Section 21, paragraph 6, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey where the front of the concession is wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths of the lots.

2. Establish the side lines on the proper astronomic course to the lake or river from the corners of the lots on the front of the concession immediately to the rear of the wholly broken concession.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 31.

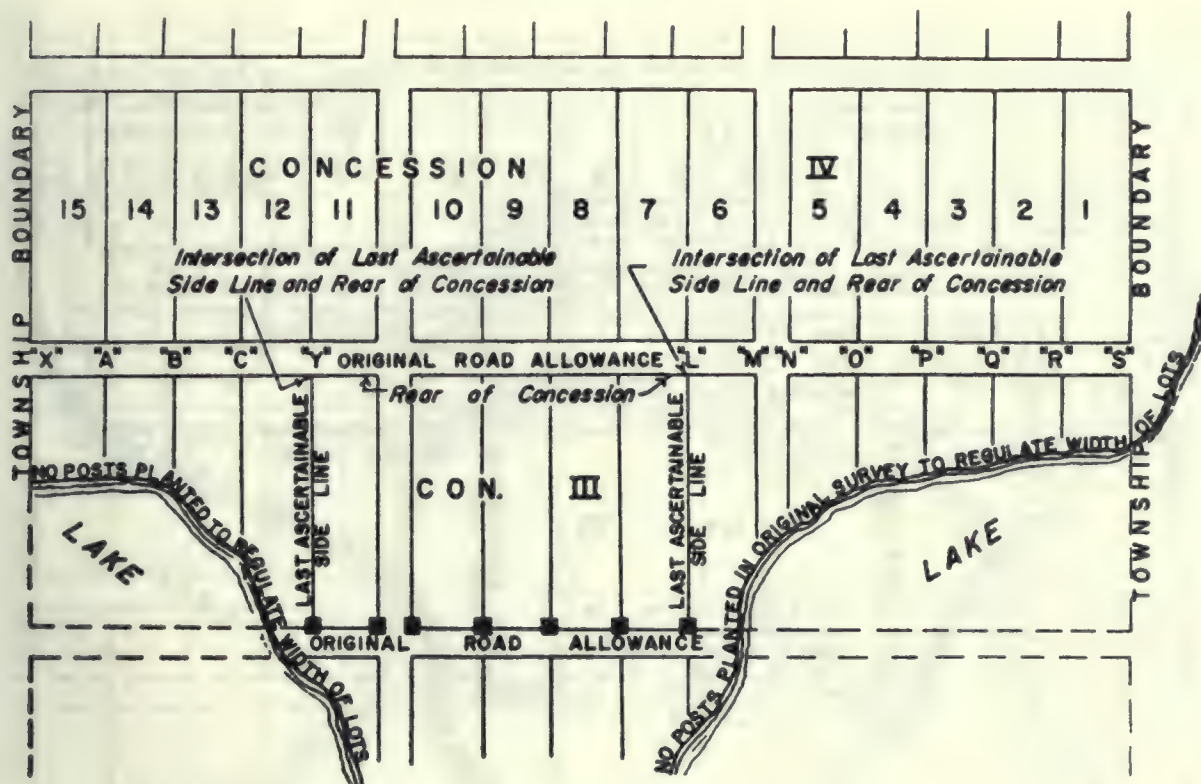
METHOD 32

1. Section 21, paragraph 7, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the concession is partly broken in front and at either end by a lake or river and no posts were planted in the original survey to regulate the width of the lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by measuring the distance along the rear boundary between the end boundary of the concession and the intersection of the last ascertainable side line and dividing the distance proportionately as intended in the original survey.

3.

SKETCH



To establish points A, B, C, divide distance X-Y proportionately as intended in the original survey.

To establish points M, N, O, P, Q, R, divide distance L-S proportionately as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 32.

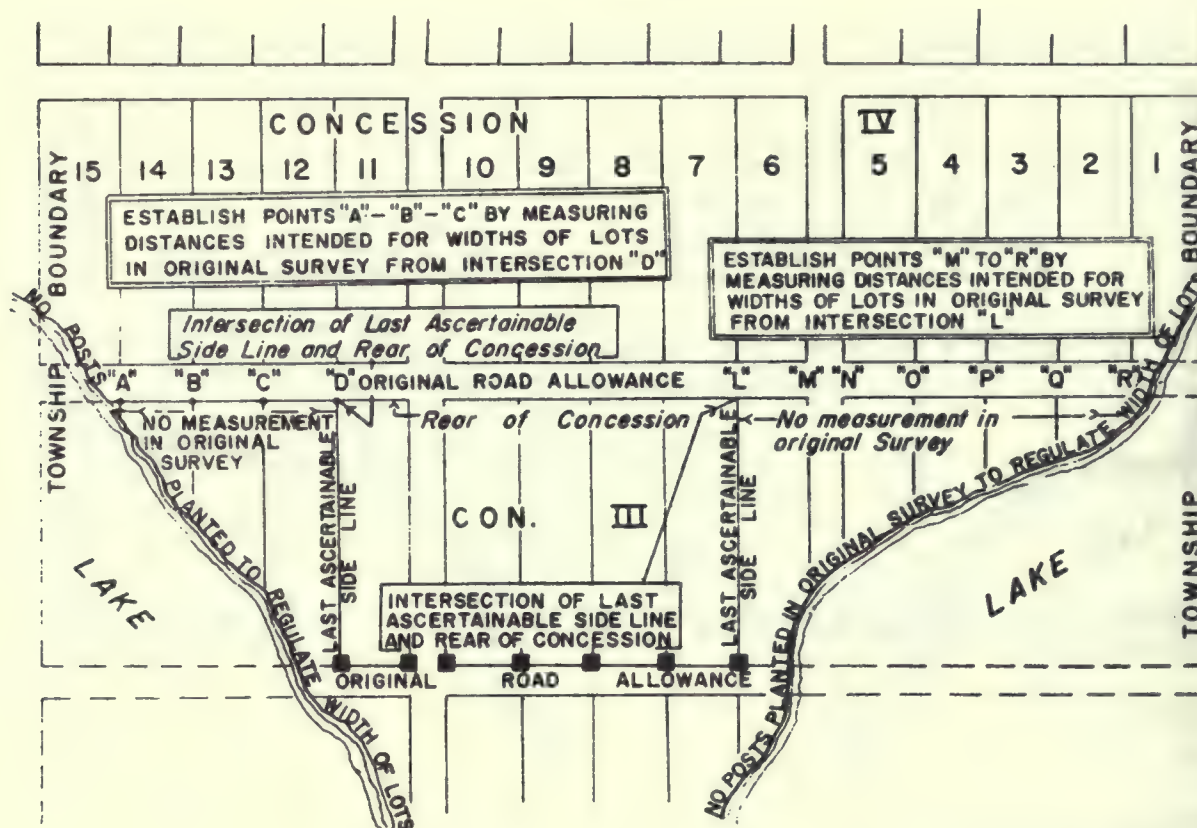
METHOD 33

1. Section 21, paragraph 7, to establish in a concession a side line of a lot in a single front township that was not surveyed in the original survey and the concession is partly broken in front and wholly broken at either end of the concession by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths of the lots in front and no measurement was made along the rear boundary of the concession to the shore of the lake in the original survey.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by measuring along the rear boundary of the concession the distance intended in the original survey from the intersection of the last ascertainable side line.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 33.

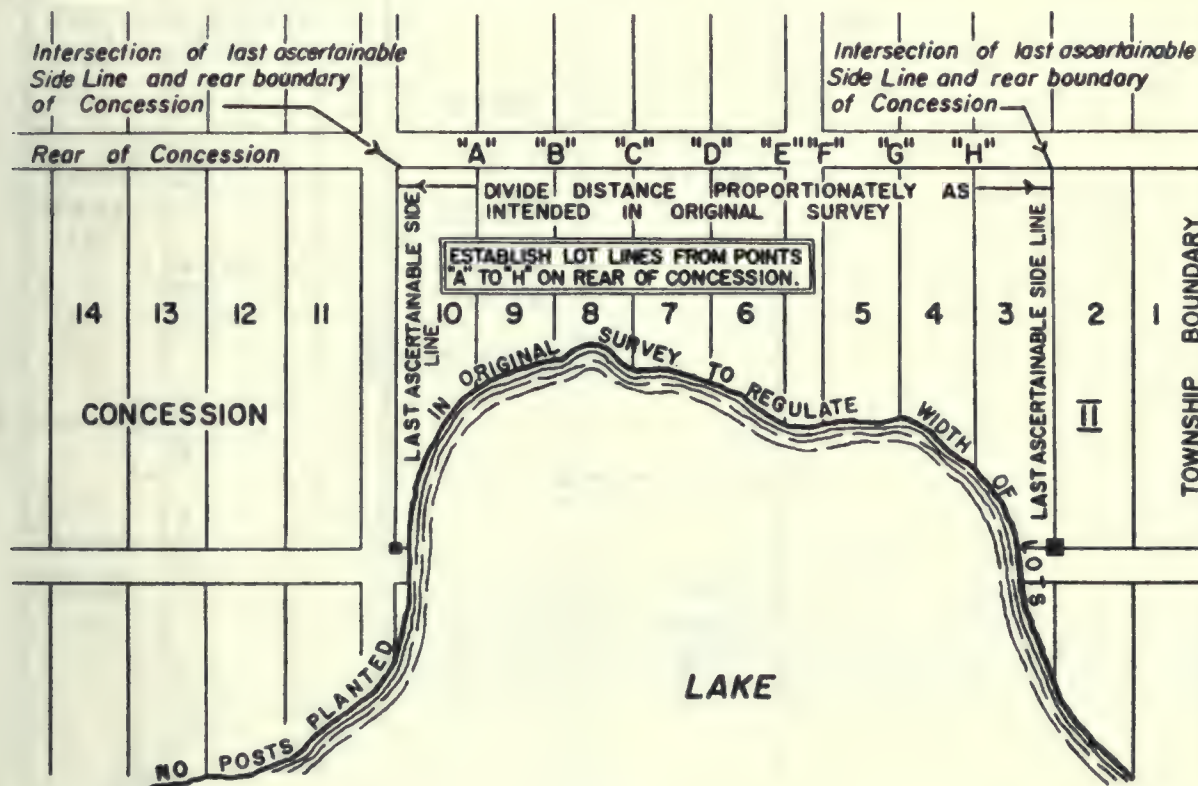
METHOD 34

1. Section 21, paragraph 8, to establish in a concession the side line of a lot in a single front township that was not surveyed in the original survey, where the front of the concession is partly broken by a lake or river which does not extend to the ends of the concession and no posts were planted on the shore of the lake or river in the original survey to regulate the widths of the lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concession determined by dividing proportionately, as intended in the original survey, the distance between the intersections of the last ascertainable side lines on both sides of the lake or river with the rear of the concession.

3.

SKETCH



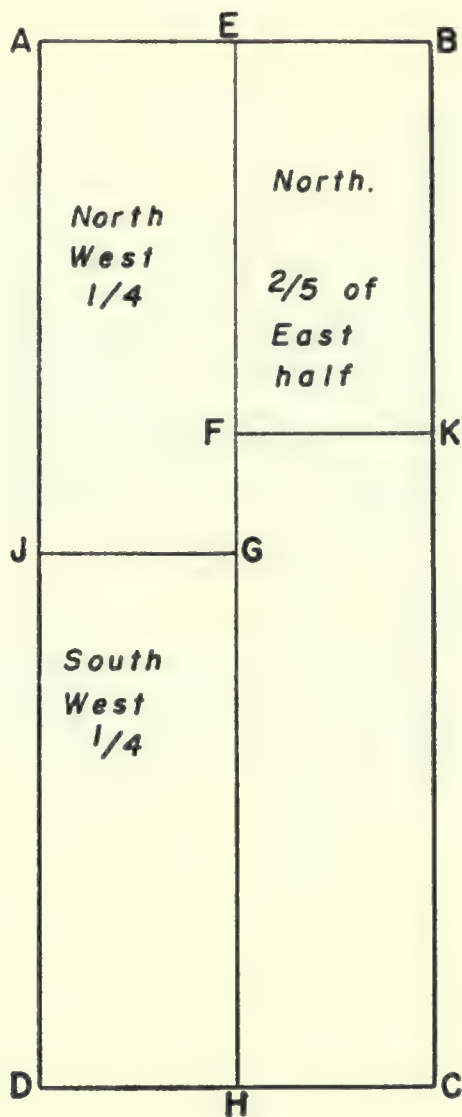
R.R.O. 1980, Reg. 928, Meth. 34.

METHOD 35

1. Section 22, subsection 1, to determine the aliquot part of a lot in a single front township.
2. Determine the aliquot part of the area of the lot whether the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3.

SKETCH



Lot A-B-C-D contains by measurement 196 acres. Lot A-B-C-D described in grant as 200 acres. Northwest $\frac{1}{4}$ A-E-G-J shall be determined as $\frac{196}{4}$ acres. North $\frac{2}{5}$ of east half E-B-K-F shall be determined as $\frac{2}{5}$ of $\frac{196}{2}$ acres.

R.R.O. 1980, Reg. 928, Meth. 35.

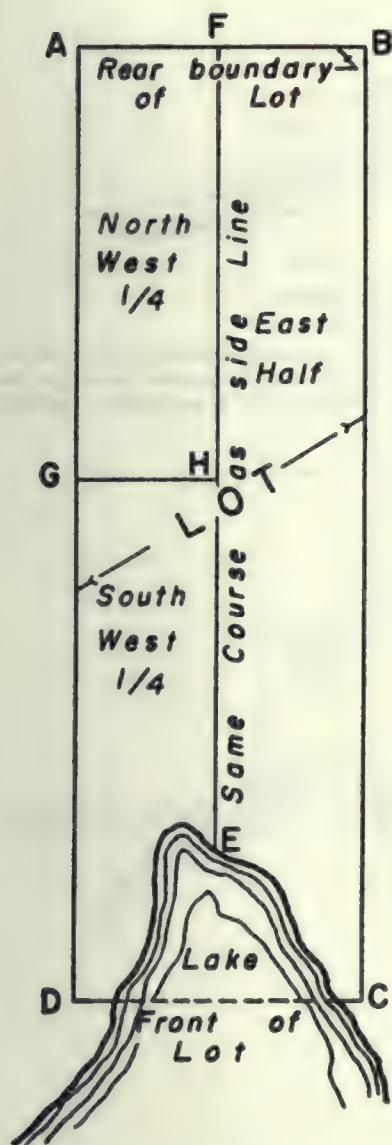
METHOD 36

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and the lot is unbroken at either end of the front boundary by a lake or river and no aliquot part of the lot was surveyed before July, 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the front corners of the lot, as the case may be.

3.

SKETCH



Rear boundary A-B unbroken

Front boundary D-C unbroken at the ends

Establish line between east and west halves, E-H-F, on same astronomic course as side line of a lot not surveyed in the original survey. Establish line between north west 1/4 and south west 1/4 G-H parallel to straight line joining points D and C.

R.R.O. 1980, Reg. 928, Meth. 36.

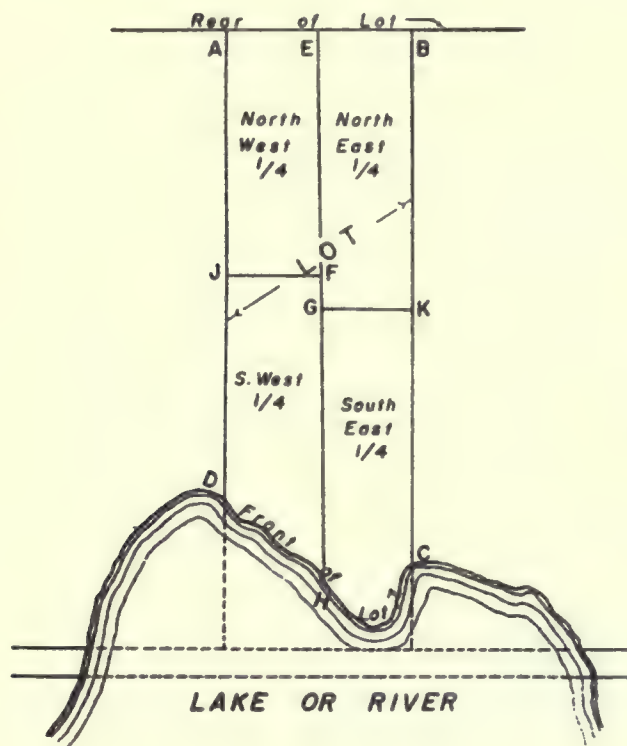
METHOD 37

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and the rear boundary of the lot is unbroken and the front boundary is broken at either end by a lake or river and no aliquot part of the lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3.

SKETCH



Lot A-B-C-D

Front boundary C-D broken at both ends.

Rear boundary A-B unbroken.

Establish line E-F-G-H on same astronomic course as a side line not surveyed in the original survey. Establish J-F parallel to straight line joining rear corners A and B. Establish line G-K parallel to straight line joining rear corners A and B.

R.R.O. 1980, Reg. 928, Meth. 37.

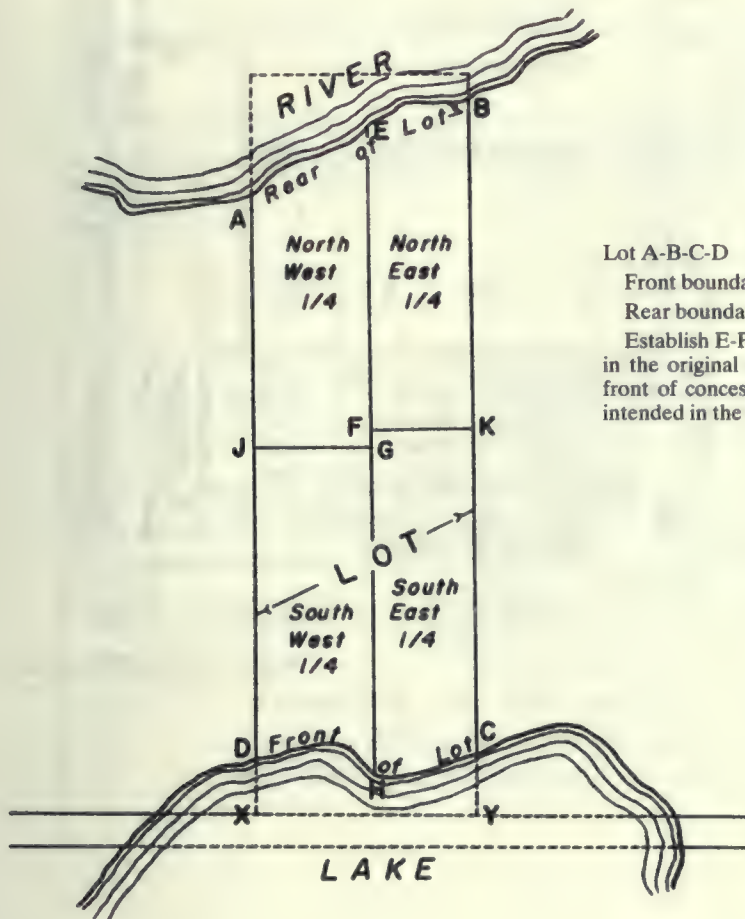
METHOD 38

1. Section 22, subsection 2, to establish the boundaries of an aliquot part of a lot in a single front township and both the front boundary and the rear boundary of the lot are broken at either end by a lake or river and no aliquot part of the lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front of the concession, as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, then on the astronomic course intended for the front of the concession.

3.

SKETCH



Lot A-B-C-D

Front boundary broken at both ends.

Rear boundary broken at both ends.

Establish E-F-G-H on same astronomic course as side line of lot not surveyed in the original survey. Establish J-G and F-K on same astronomic course as front of concession X-Y as shown on the original plan and field notes or as intended in the original survey.

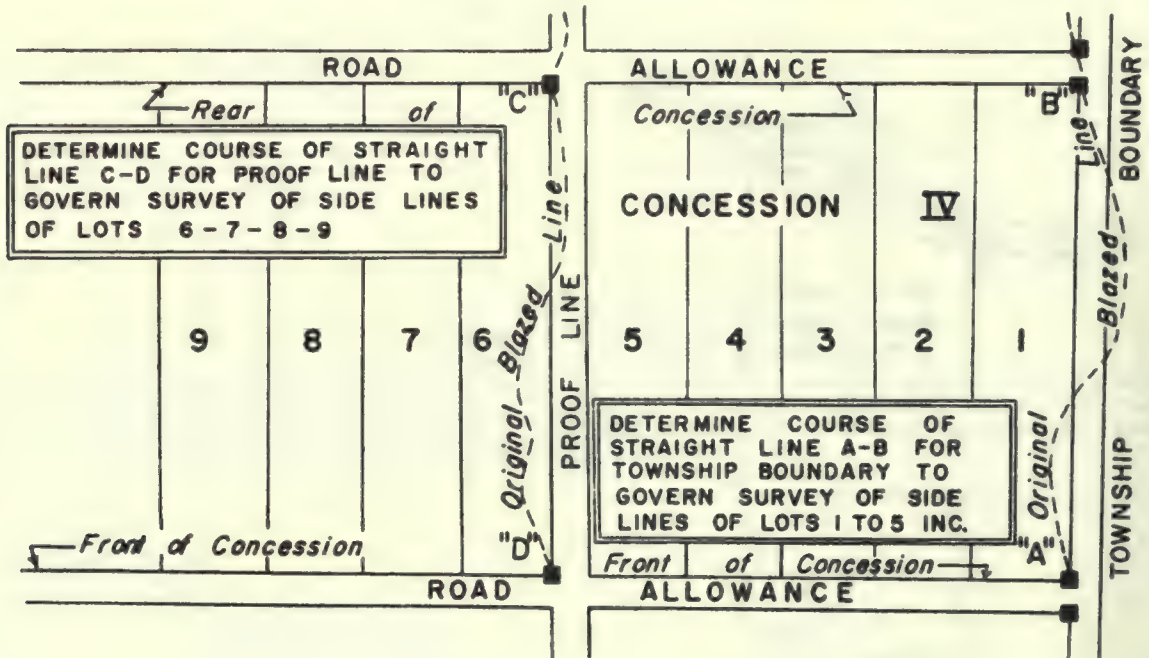
R.R.O. 1980, Reg. 928, Meth. 38.

METHOD 39

1. Section 23, subsection 1, to determine in a concession in a single front township the course of the township boundary or a proof line to survey a side line in the concession.

2. Determine the course of a straight line joining the front and rear ends of the township boundary or proof line in the concession.

3. SKETCH



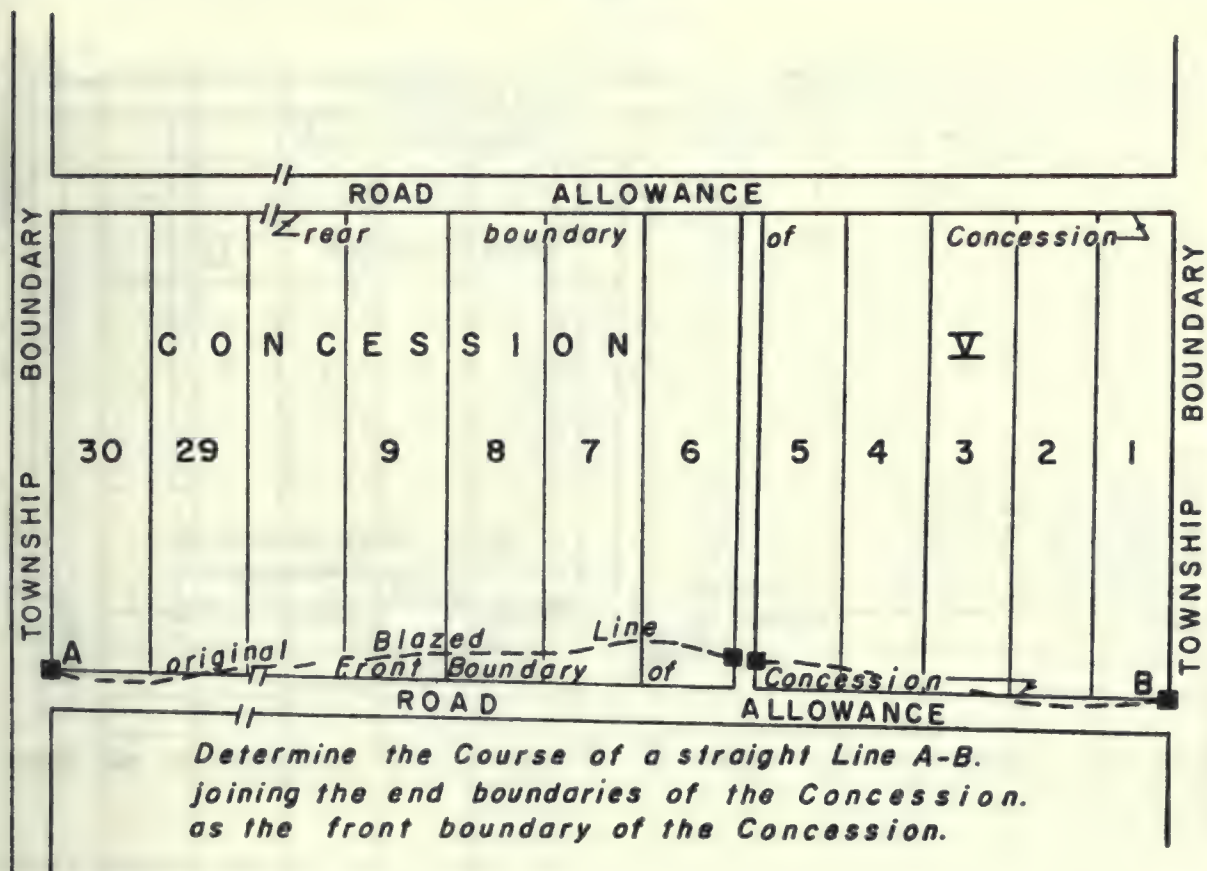
R.R.O. 1980, Reg. 928, Meth. 39.

METHOD 40

1. Section 23, subsection 2, to determine the course of the front boundary of a concession in a single front township for the purpose of surveying a side line at an angle with the front boundary and the front boundary was surveyed on one course in the original survey.

2. Determine the course of a straight line joining the ends of the front boundary of the concession.

3. SKETCH



R.R.O. 1980, Reg. 928, Meth. 40.

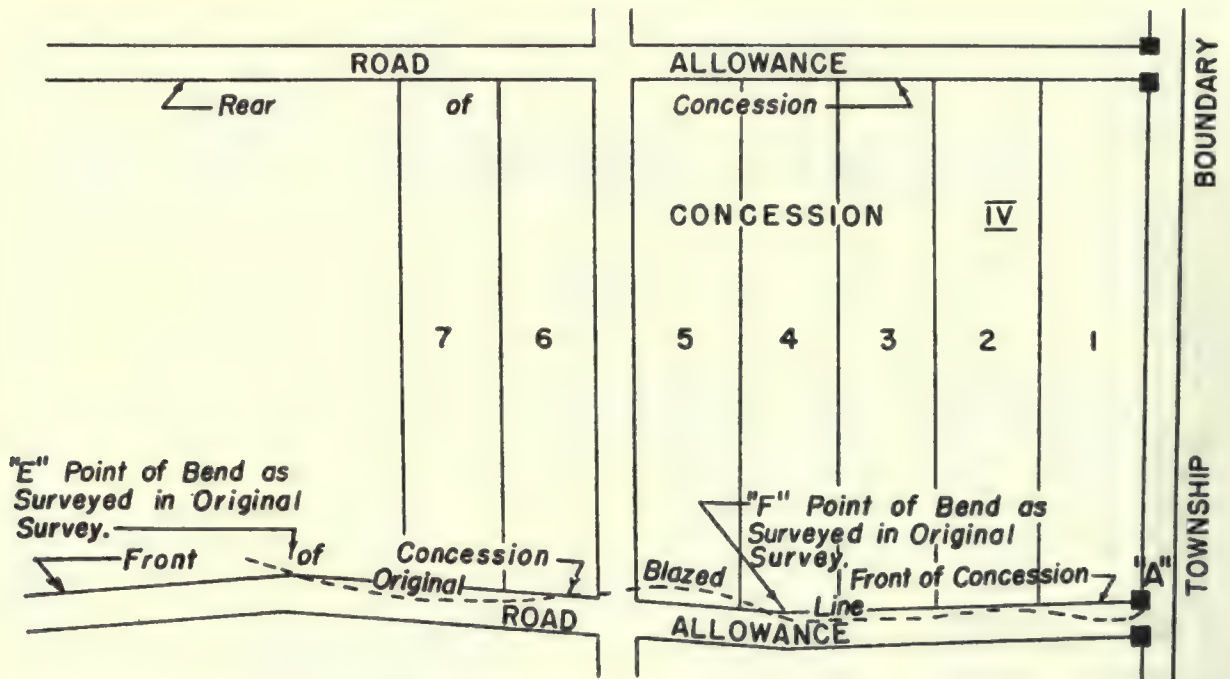
METHOD 41

1. Section 23, subsection 2, to determine the course of the front boundary of a concession in a single front township for the purpose of surveying a side line at an angle with the front boundary and the front boundary was surveyed on more than one course in the original survey.

2. Determine the course of the straight lines joining the ends of each course of the front boundary of the concession, as shown on the original plan and field notes.

3.

SKETCH



Determine Course of Straight Lines "A" - "F" and "F" - "E" for Course of the Front of Concession.

R.R.O. 1980, Reg. 928, Meth. 41.

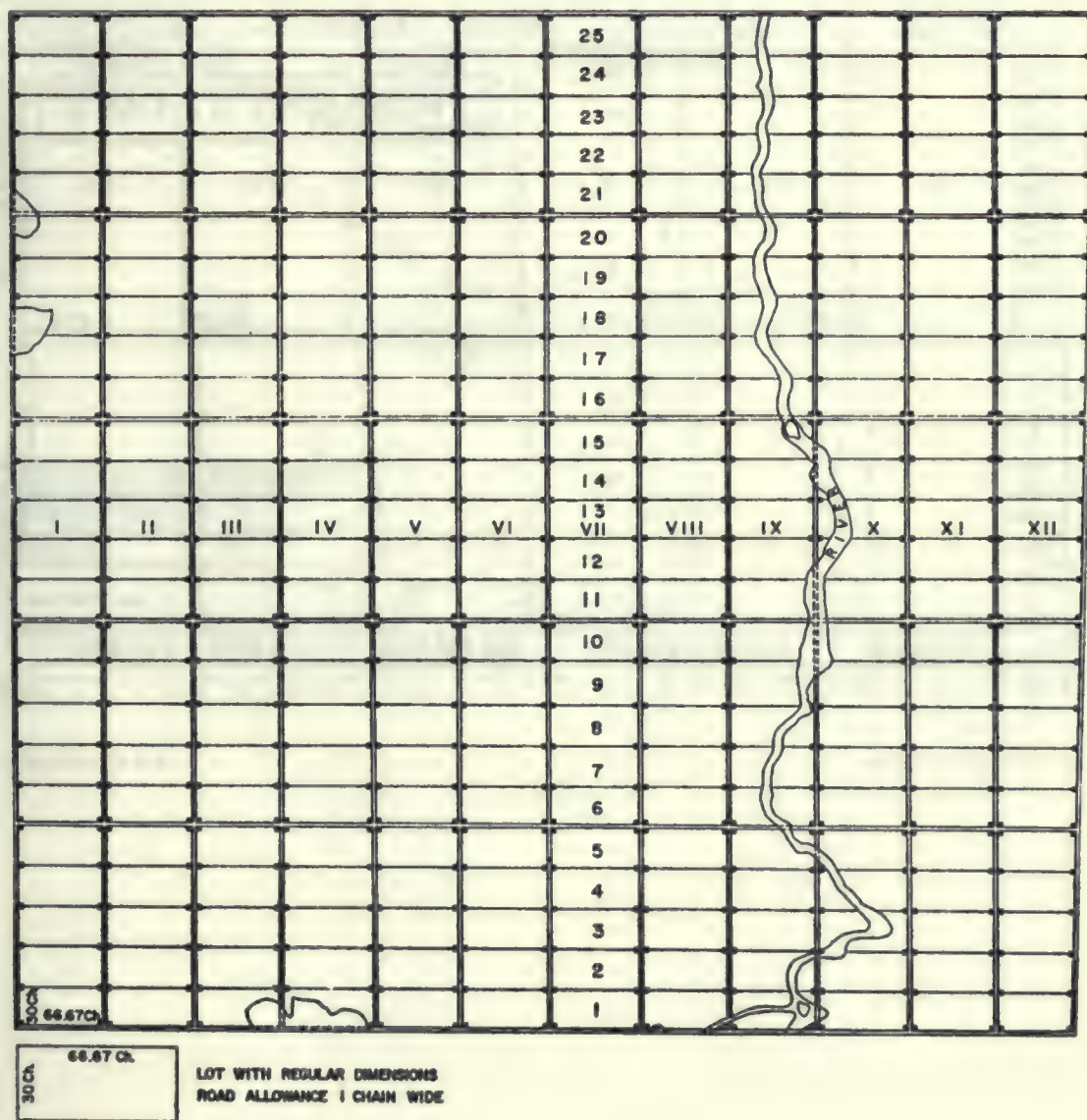
PART IV DOUBLE FRONT TOWNSHIPS

METHOD 42

1. Section 24, subsection 1, a "double front township" means a township where the usual practice in the original survey was to survey the township boundaries, the proof lines and base lines, if any, and the concession lines forming the front boundaries of the half lots and to establish the front corners of the half lots and divide the concessions in lots having regular dimensions of 30 chains in width and 66.67 chains in depth and make a road allowance 1 chain wide between every fifth lot and between each concession.

2.

SKETCH



Heavy lines (—) indicate lines surveyed.

Squares (■) indicate lot corners established but not always posted.

NOTE: Concession and township boundaries were generally surveyed by running the centre line of the road allowances between the concessions and along the township boundaries and planting survey posts on the centre line opposite the front corners of the half lots and at the front corners of the half lots.

R.R.O. 1980, Reg. 928, Meth. 42.

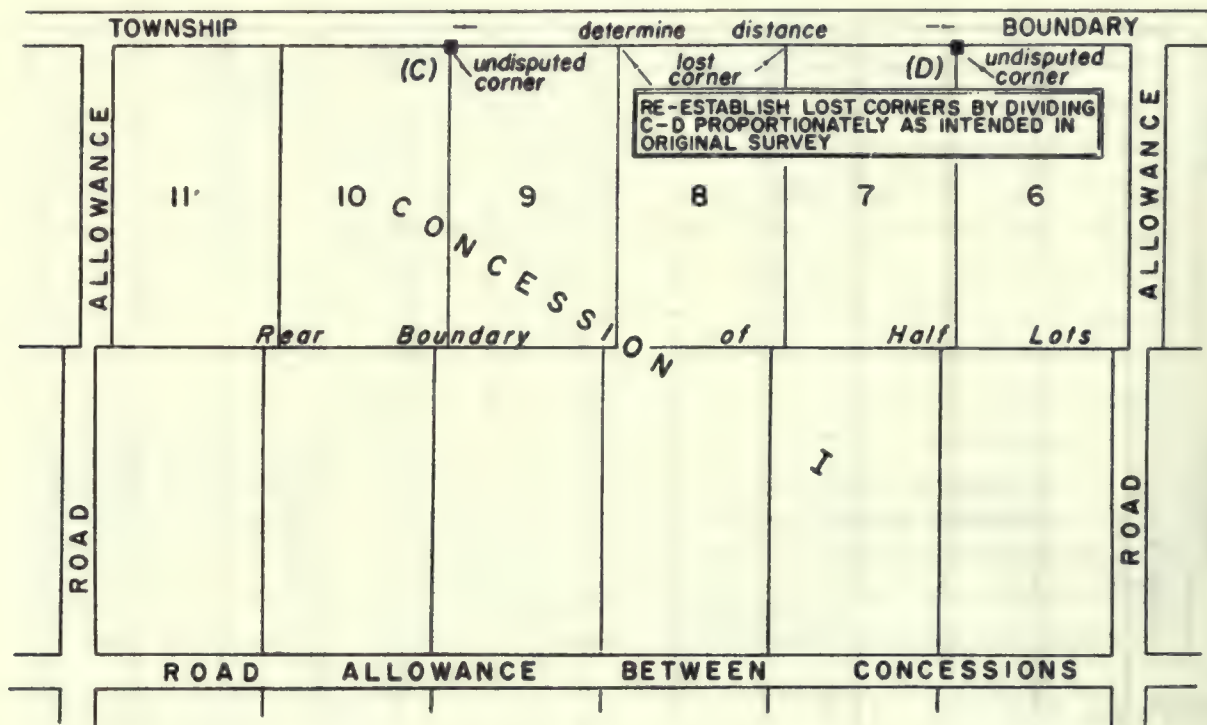
METHOD 43

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on a township boundary and where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed lot corners on the township boundary, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 43.

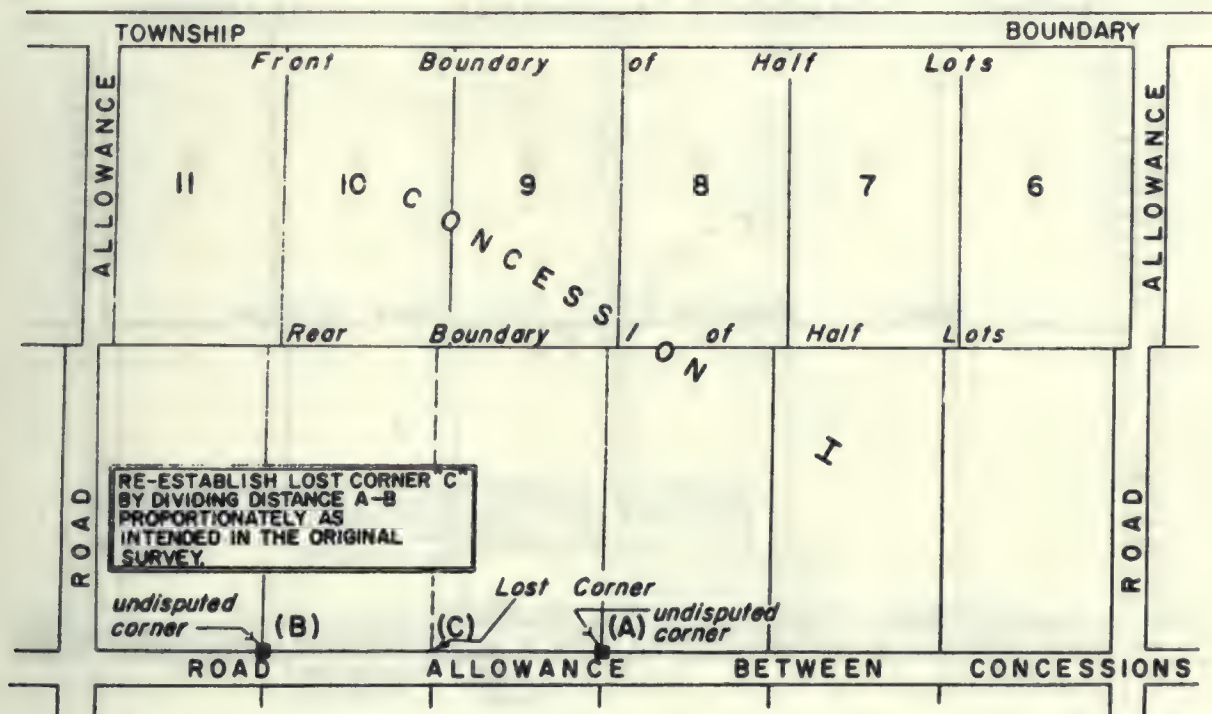
METHOD 44

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front line of a concession if there is no undisputed corner on the other side of the road allowance opposite the lost corner or the position of the original post on the centre line of the road allowance opposite the lost corner cannot be determined and where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed lot corners on the front line of the concession, one being on either side of the lost corner and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 44.

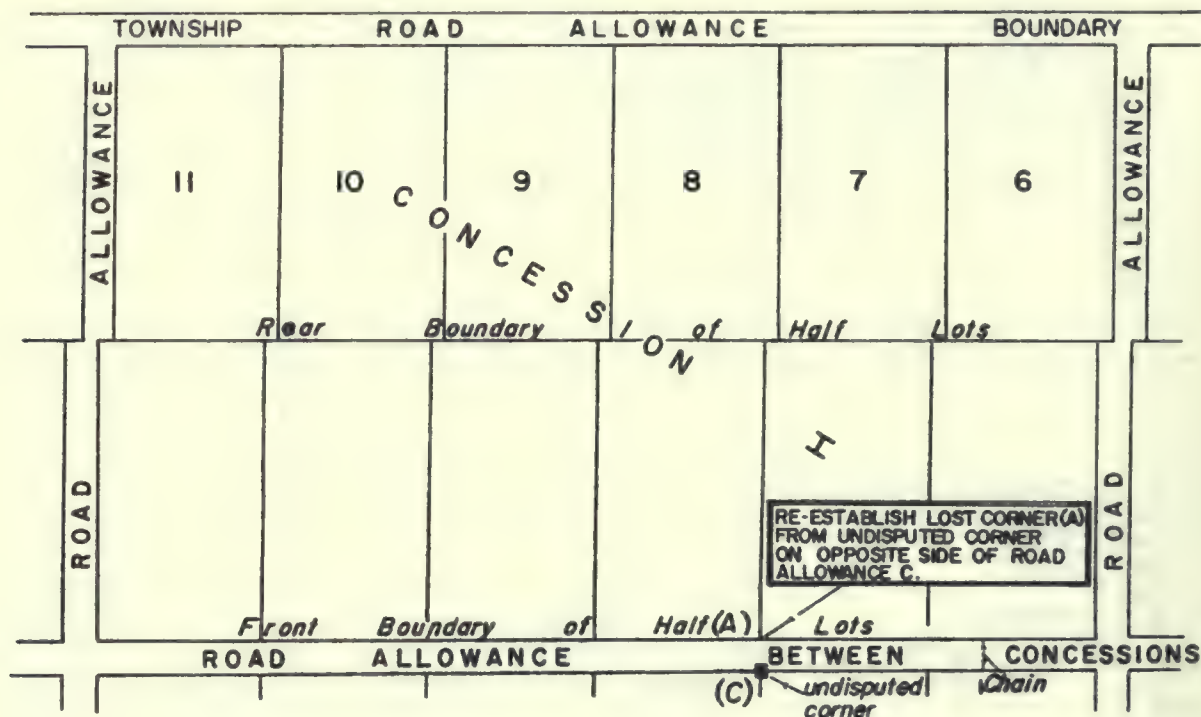
METHOD 45

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front line of a concession if an undisputed lot corner exists on the other side of the road allowance between concessions opposite the lost lot corner and where no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the undisputed lot corner on the opposite side of the road allowance in the manner intended in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 45.

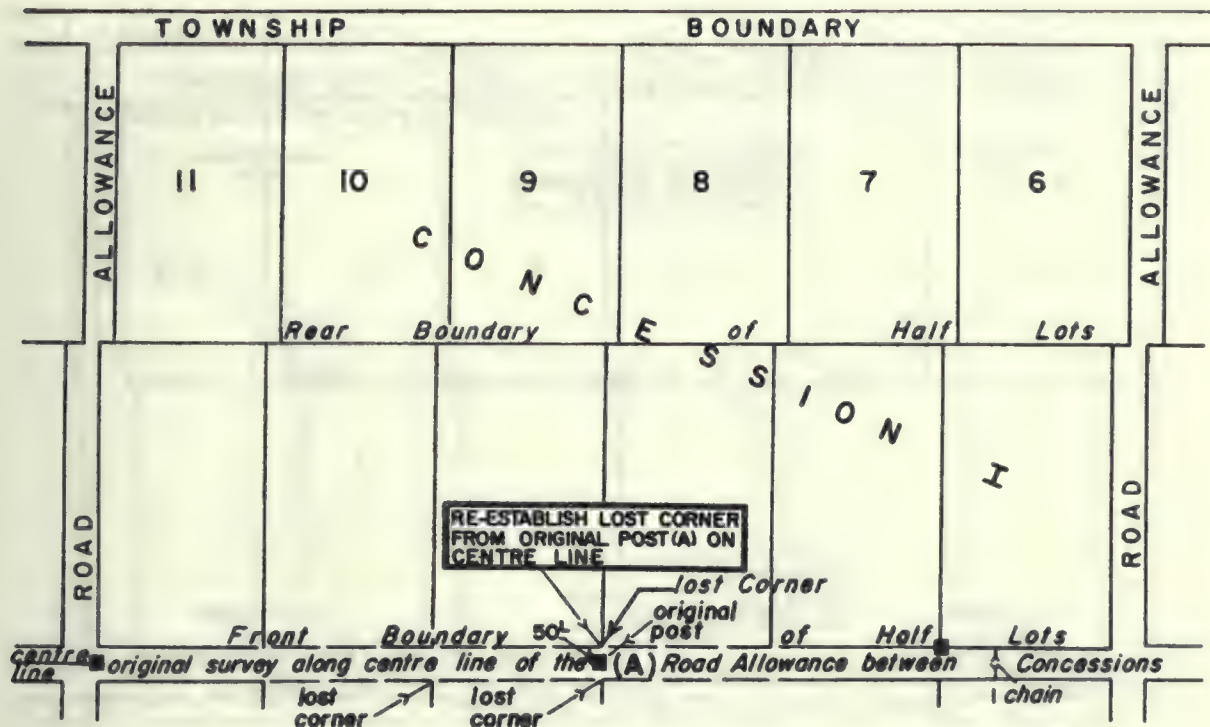
METHOD 46

1. Section 24, subsection 2, paragraph 2, to re-establish a lost lot corner in a double front township on the front of a concession where there is no undisputed corner on the other side of the road allowance opposite the lost corner but the position of the original post on the centre line of the road allowance opposite the lost corner can be determined and where no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the position of the original post in the centre line of the road allowance between concessions as intended in the original survey.

3.

SKETCH



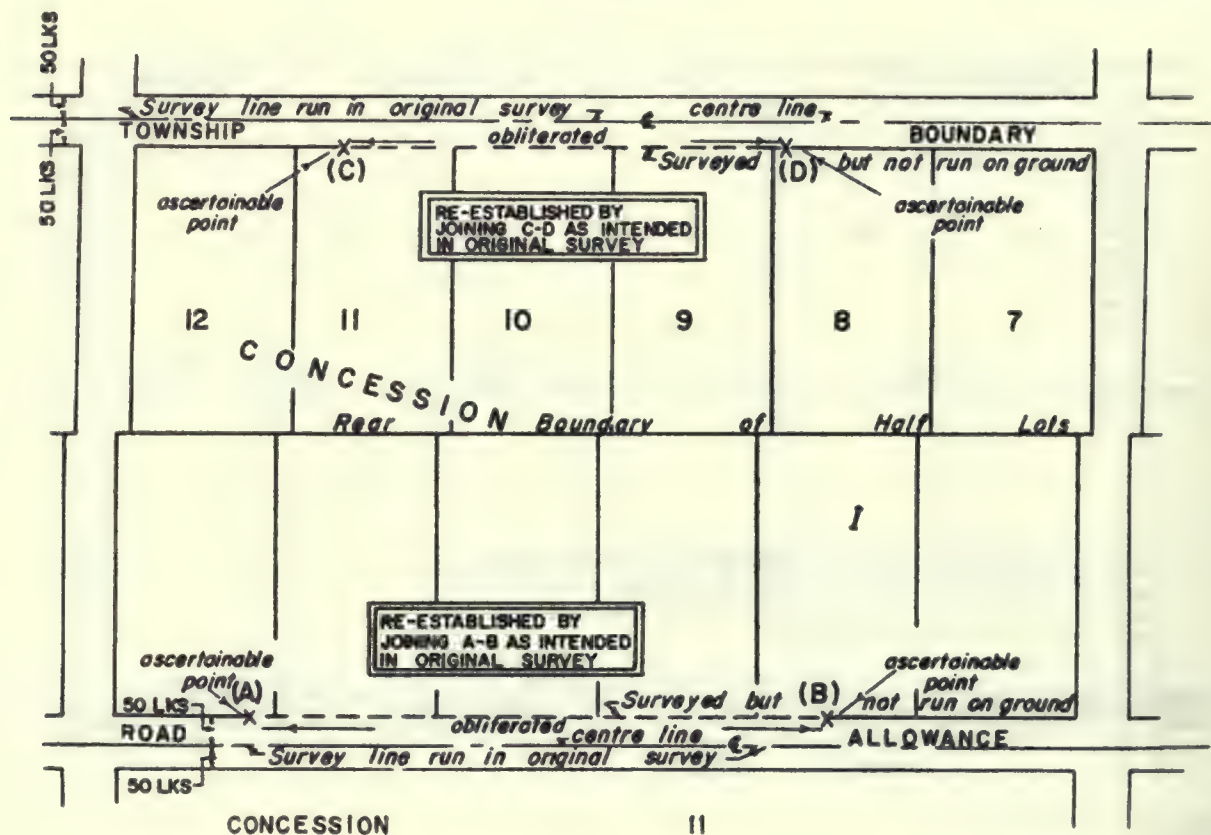
R.R.O. 1980, Reg. 928, Meth. 46.

METHOD 47

1. Section 24, subsection 2, paragraph 3, to re-establish a township boundary, base line or concession line in a double front township which is partly obliterated and no evidence of the original position of the boundary or line exists.

2. Join the nearest ascertainable points on the township boundary, base line or concession line as intended in the original survey.

3. SKETCH



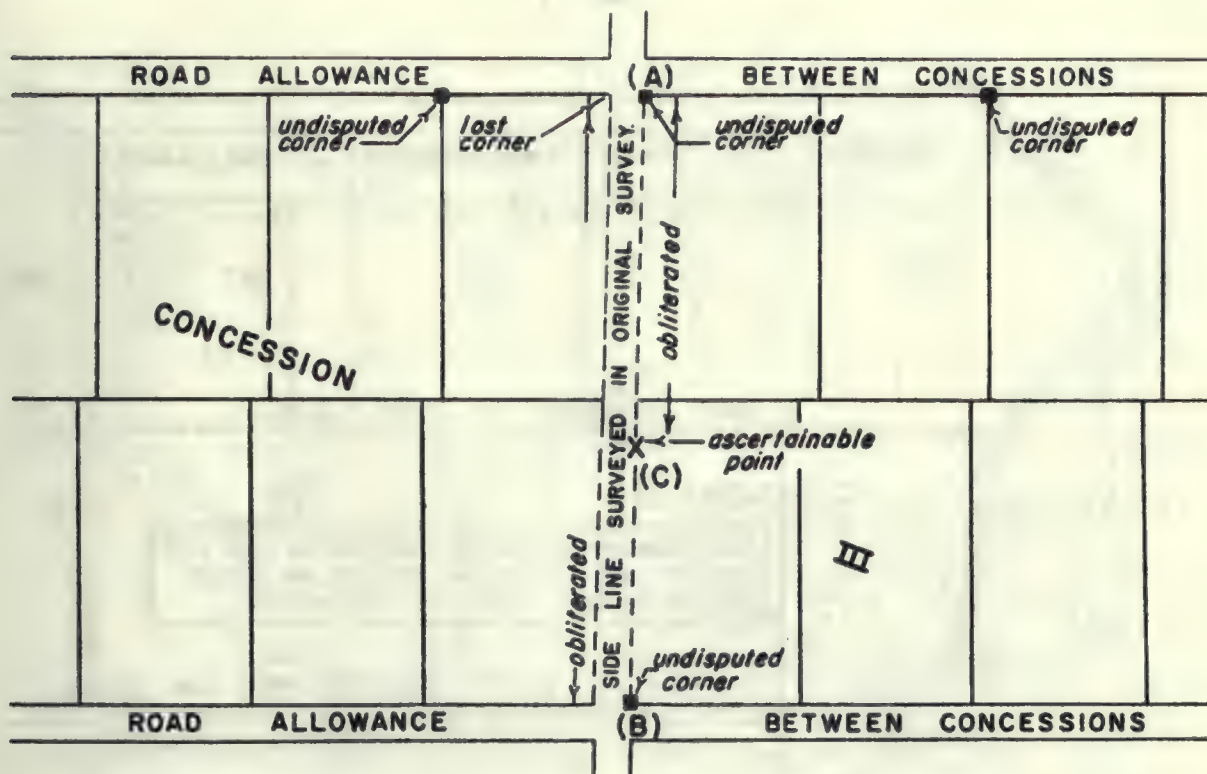
R.R.O. 1980, Reg. 928, Meth. 47.

METHOD 48

1. Section 24, subsection 2, paragraph 4, to re-establish a side line of a lot surveyed as a proof line in a double front township which is partly obliterated and no evidence of the original position of the line exists.

2. Re-establish by joining the nearest ascertainable points on the side line as intended in the original survey.

3. SKETCH



Re-establish by joining ascertainable point C and undisputed lot corner A as intended in the original survey.

Re-establish by joining ascertainable point C and undisputed lot corner B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 48.

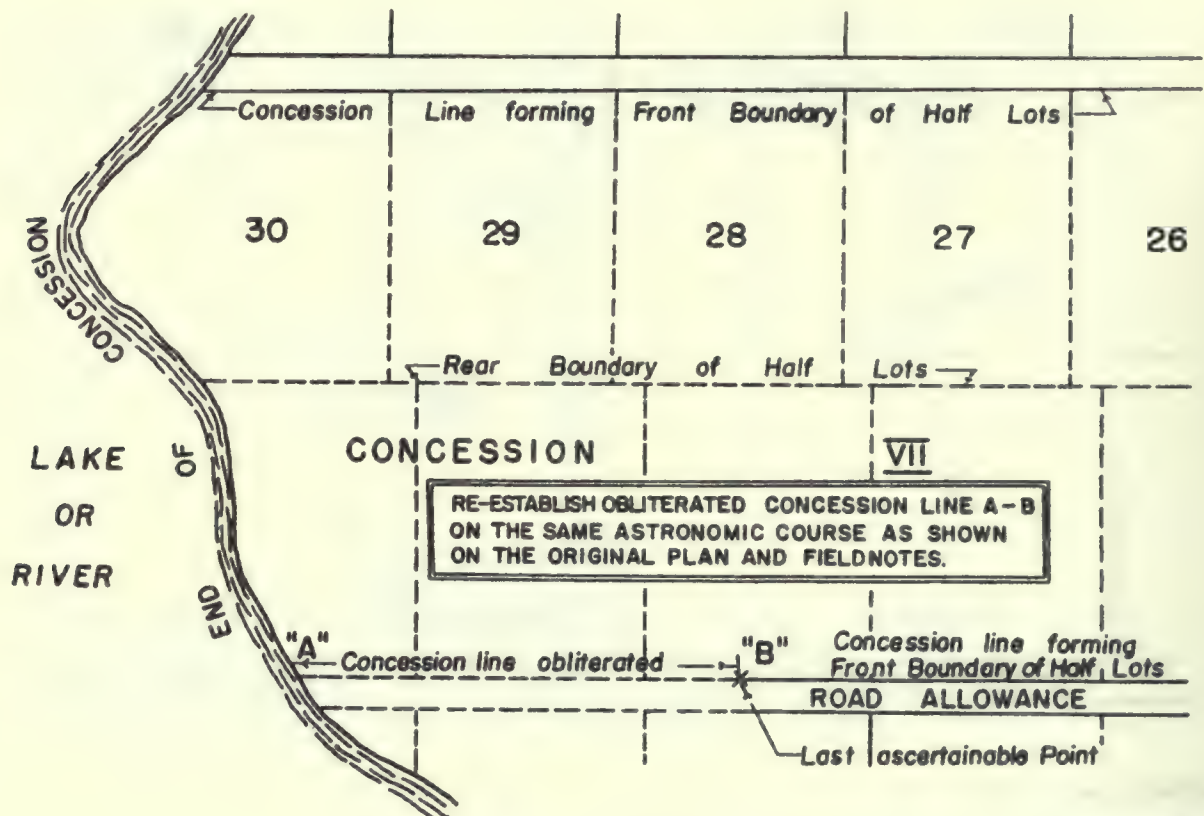
METHOD 49

1. Section 24, subsection 2, paragraph 5, to re-establish a concession line forming the front boundary of the half lots in a double front township in a concession broken at its end by a lake or river and is obliterated beyond the last ascertainable point on the concession line and no evidence of the original position of the line exists.

2. Re-establish the concession line on the same astronomic course as shown on the original plan and field notes from the last ascertainable point on the concession line.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 49.

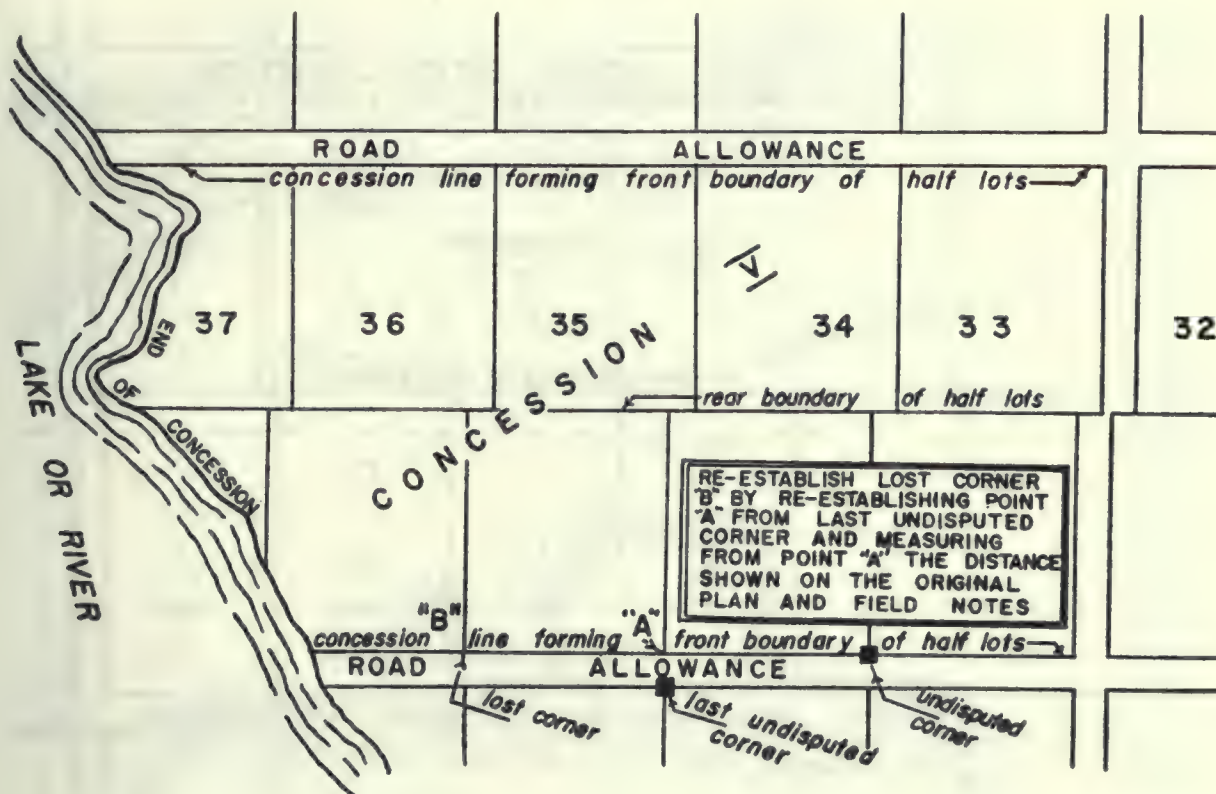
METHOD 50

1. Section 24, subsection 2, paragraph 6, to re-establish a lost lot corner in a double front township where the corner is beyond the last undisputed lot corner on a concession line forming the front boundary of the half lots in a concession broken by a lake or river at its end and where no evidence of the original position of the lost corner exists.

2. Re-establish the lost corner by measuring along the concession line forming the front boundary of the half lots the distance shown on the original plan and field notes from the last undisputed corner on the concession line.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 50.

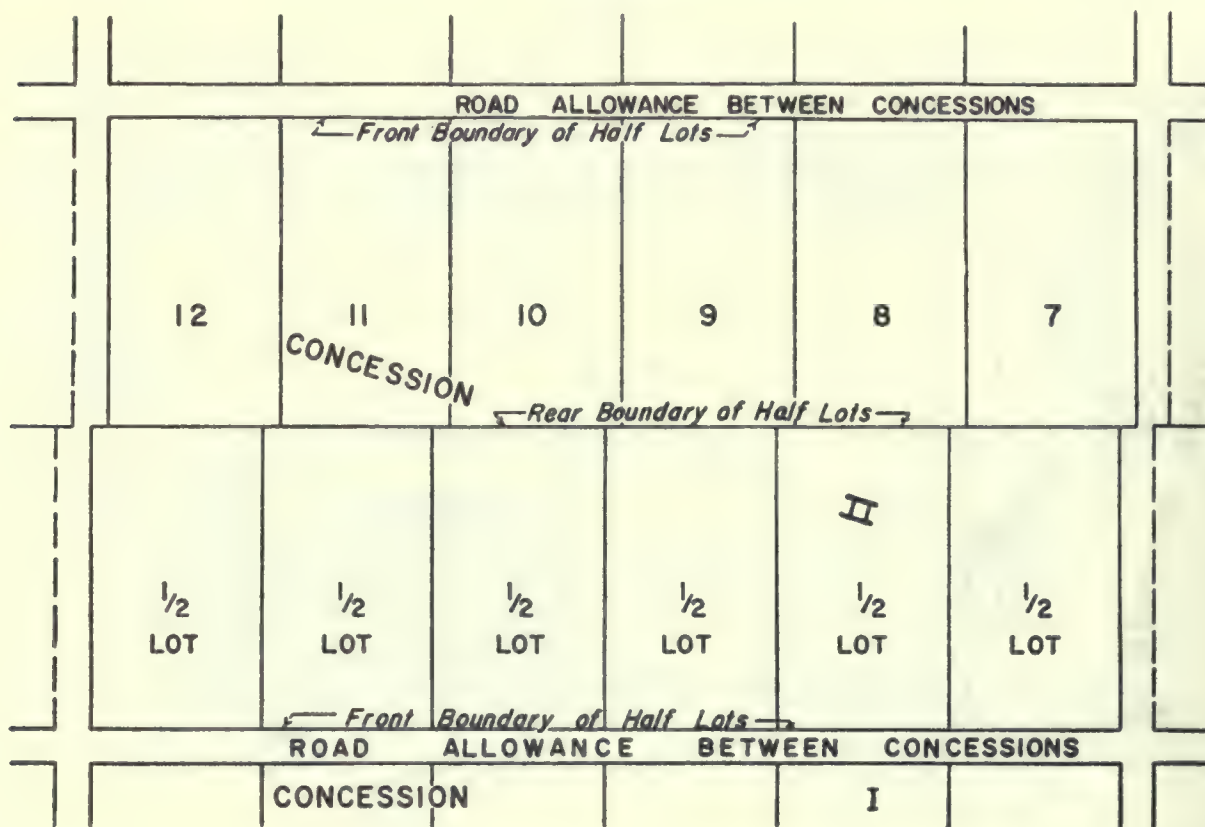
METHOD 51

1. Section 25, to define the front boundary of a half lot in a double front township when the concession in which the half lot is located is unbroken by a lake or river.

2. The front boundary of a half lot is the boundary of the half lot that abuts the road allowance between two concessions.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 51.

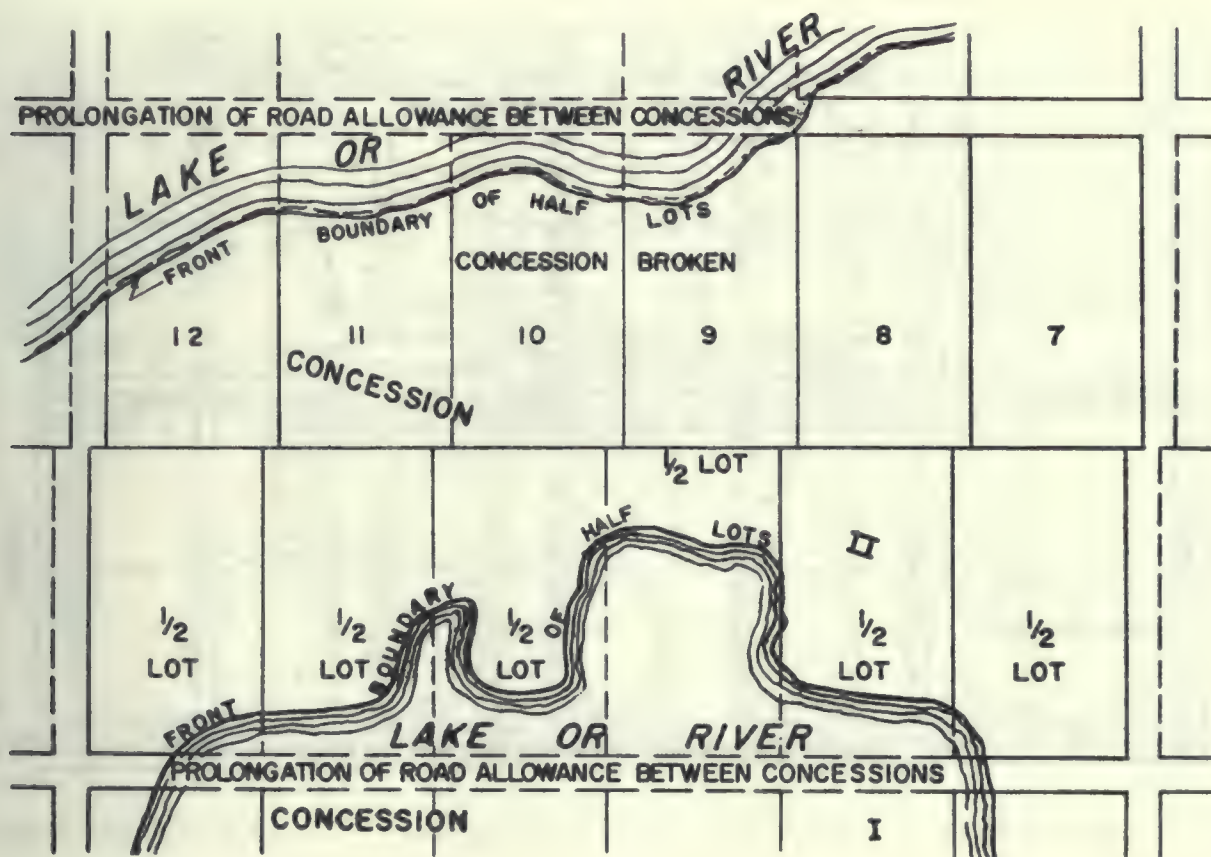
METHOD 52

1. Section 25, to define the front boundary of a half lot in a double front township when the concession in which the half lot is located is broken on either of its fronts by a lake or river.

2. The front boundary of a half lot is the original shore of the lake or river opposite the prolongation of the road allowance between the concession in which the half lot is located and the adjacent concession on the opposite side of the road allowance.

3.

SKETCH



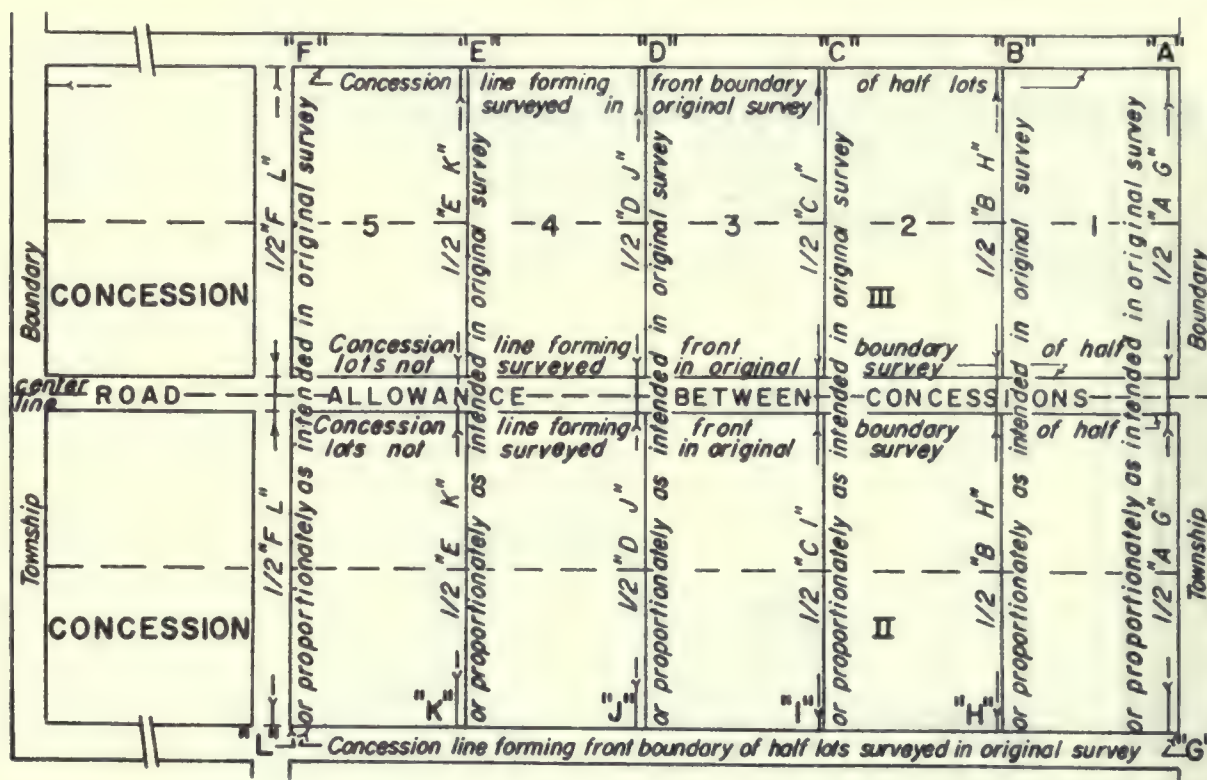
R.R.O. 1980, Reg. 928, Meth. 52.

METHOD 53

1. Section 26, in a double front township, to establish the whole of the concession line forming the front boundary of the half lots that was not surveyed in the original survey.
2. Establish the concession line by giving to the lots in each of the adjacent concessions a depth proportionate to that intended in the original survey, having due regard for any road allowance made in the original survey.
3.

SKETCH

SKETCH



R.R.O. 1980, Reg. 928, Meth. 53.

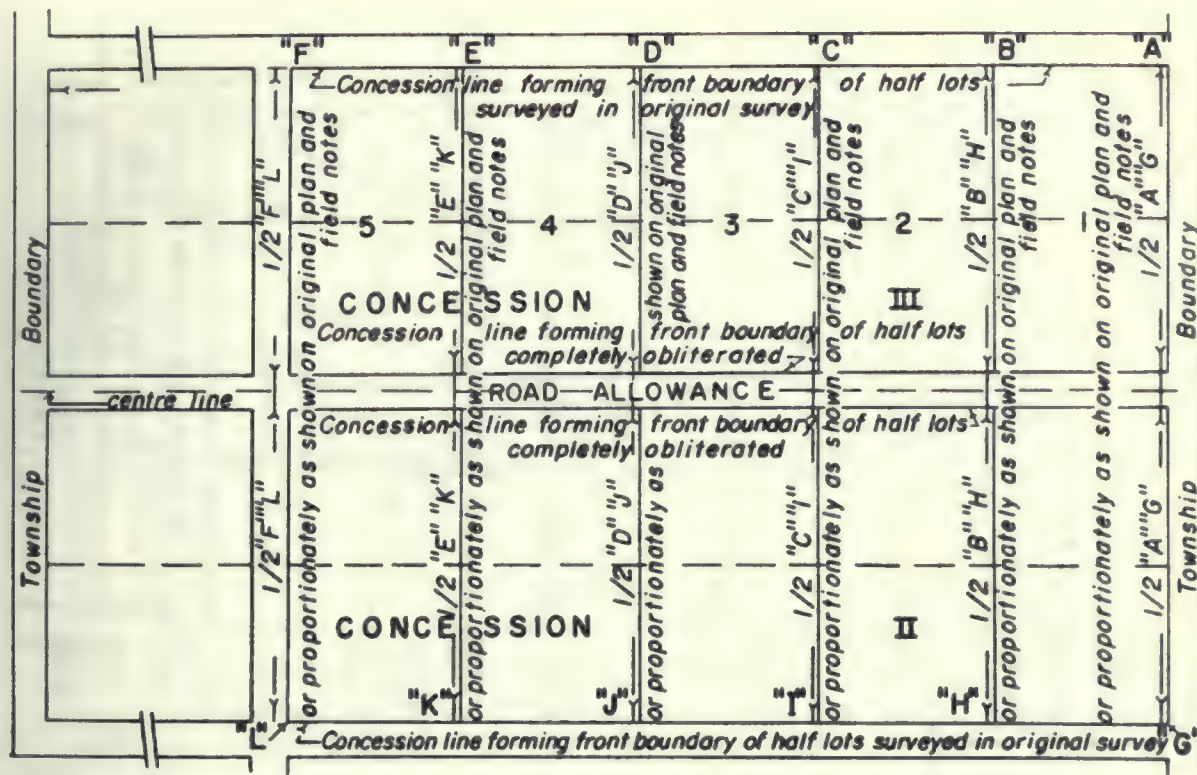
METHOD 54

1. Section 26, in a double front township, to re-establish the whole of the concession line forming the front boundary of the half lots that is obliterated and no evidence of the position of the original line exists.

2. Re-establish the obliterated concession line by giving to the lots in each of the adjacent concessions a depth proportionate to that shown on the original plan and field notes, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 54.

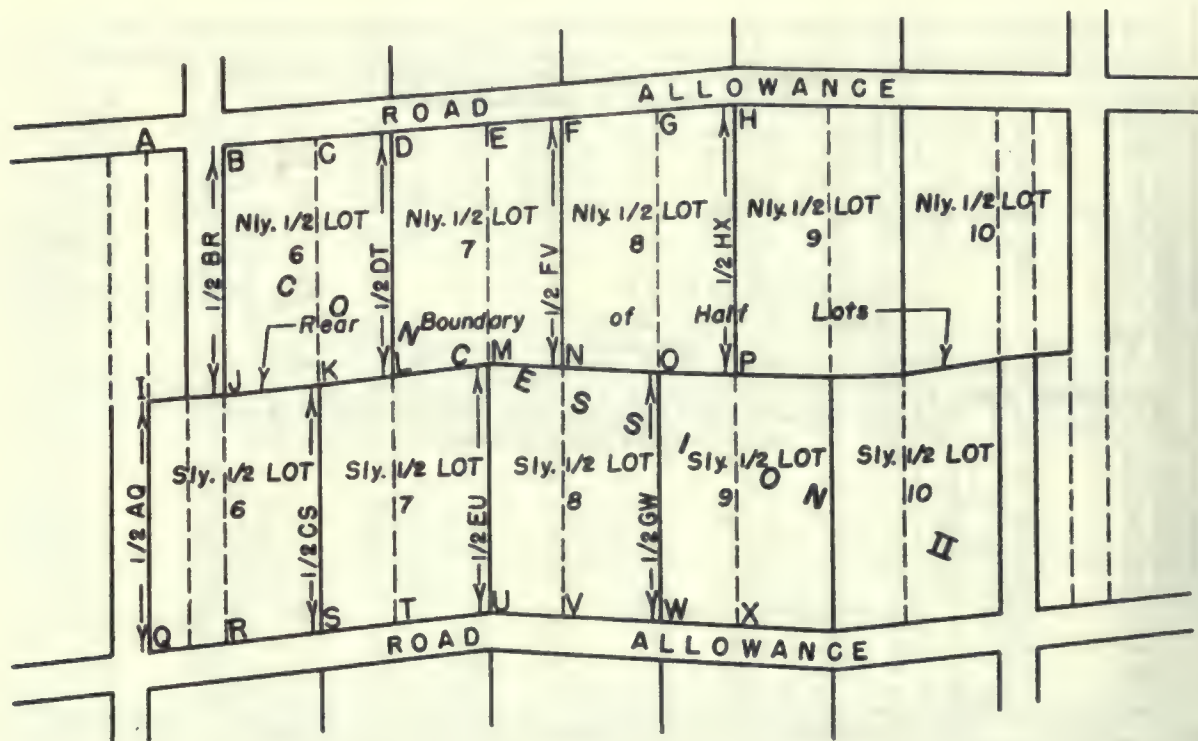
METHOD 55

1. Section 27, paragraph 1, to establish in a concession the rear boundaries of half lots in a double front township if the concession is unbroken by a lake or river.

2. Establish the rear boundaries by joining with straight lines the midway points of the side lines of the lots and their production through the concession without reference to the description contained in any grant or other instrument.

3.

SKETCH



Establish rear boundaries of half lots 6-7 and 8 by defining the midway points I, J, K, L, M, N, O, P on lot lines and their production through the concession, lettered A-Q, B-R, S-C, D-T, U-E, F-V, W-G, H-X, respectively, and joining the midway points I, J, K, L, M, N, O, P with straight lines.

R.R.O. 1980, Reg. 928, Meth. 55.

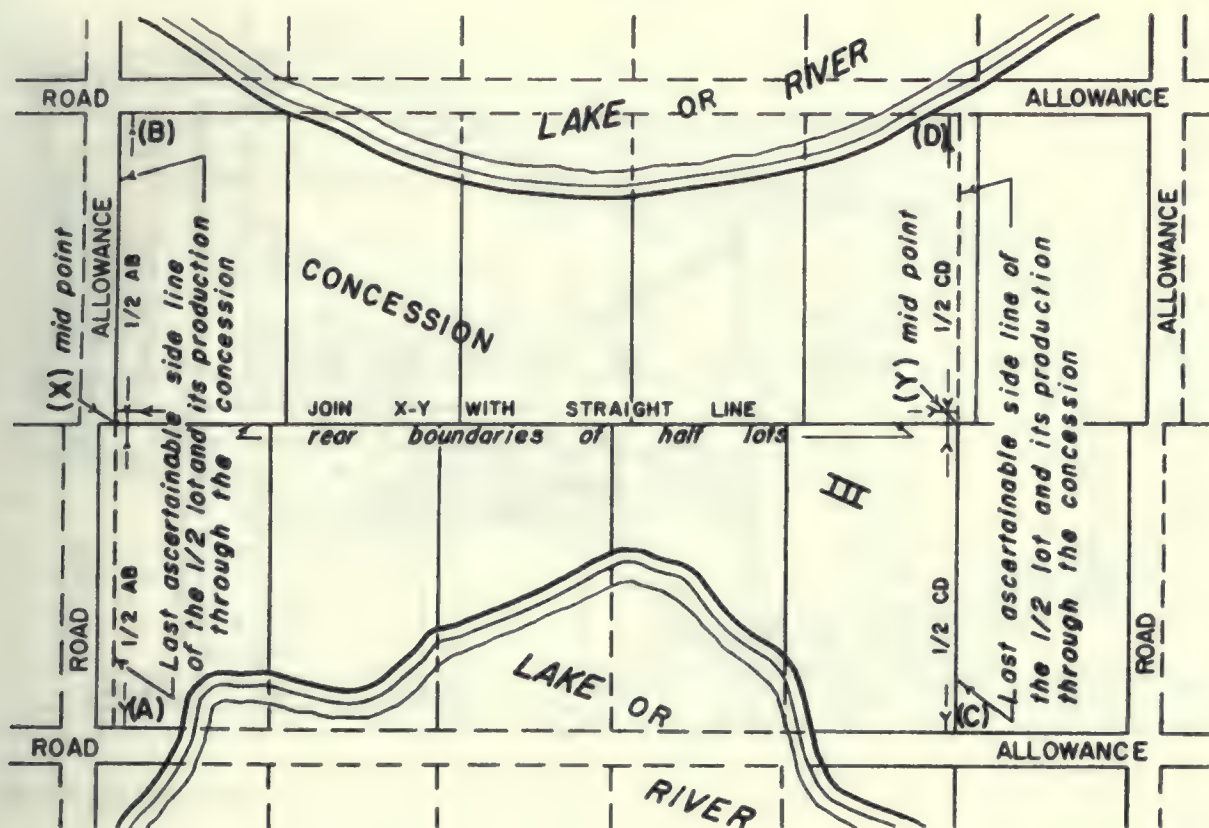
METHOD 56

1. Section 27, paragraph 2, to establish in a concession the rear boundaries of half lots in a double front township if the concession is broken by a lake or river on either or both fronts but not wholly broken at either or both ends of the fronts by a lake or river.

2. Establish the rear boundaries of the half lots by joining with a straight line the midway points on the last ascertainable side line and its production through the concession at each end of the part of the concession broken by a lake or river without reference to the description contained in any grant or other instrument.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 56.

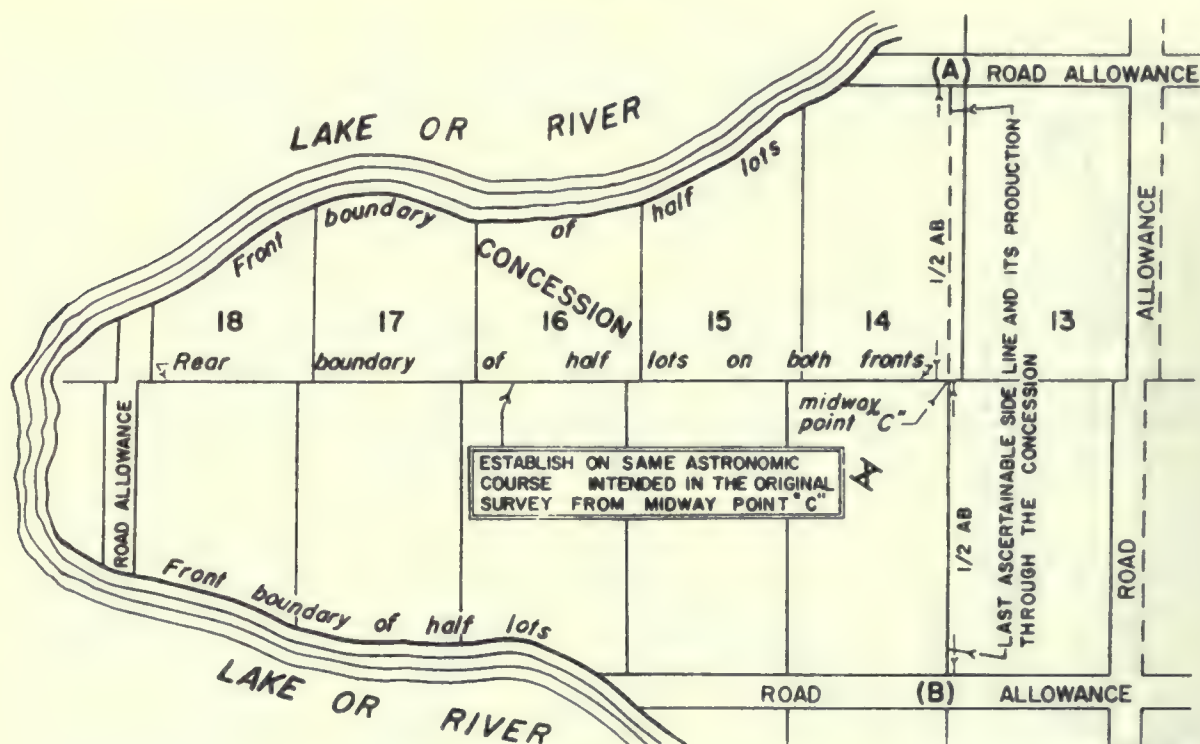
METHOD 57

1. Section 27, paragraph 3, to establish in a concession the rear boundaries of half lots in a double front township if the concession is wholly broken on both fronts by a lake or river at either end but not broken on both fronts throughout the entire concession.

2. Determine the midway point on the last ascertainable side line and its production through the concession and from this point establish the rear boundaries of the half lots on both fronts of the concession on the astronomic course intended in the original survey without reference to the description contained in any grant or other instrument.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 57.

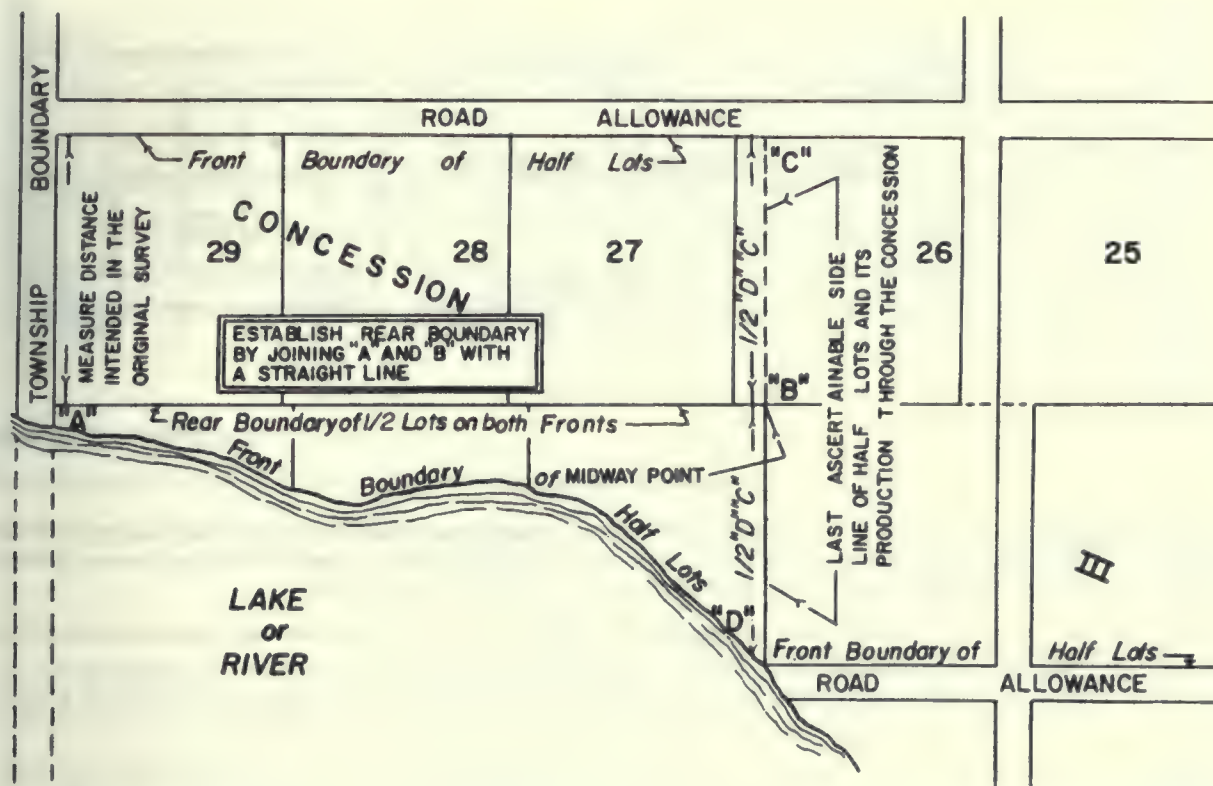
METHOD 58

1. Section 27, paragraph 4, to establish in a concession the rear boundaries of the half lots in a double front township if the concession is broken by a lake or river at its end on one of the fronts but the rear boundaries of the half lots on the broken front are unbroken by the lake or river.

2. Determine the midway point on the last ascertainable side line and its production through the concession and establish the rear boundaries on a straight line joining the midway point and a point on the township boundary determined by measuring the distance intended in the original survey along the township boundary from the unbroken front of the concession without reference to the description contained in any grant or other instrument.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 58.

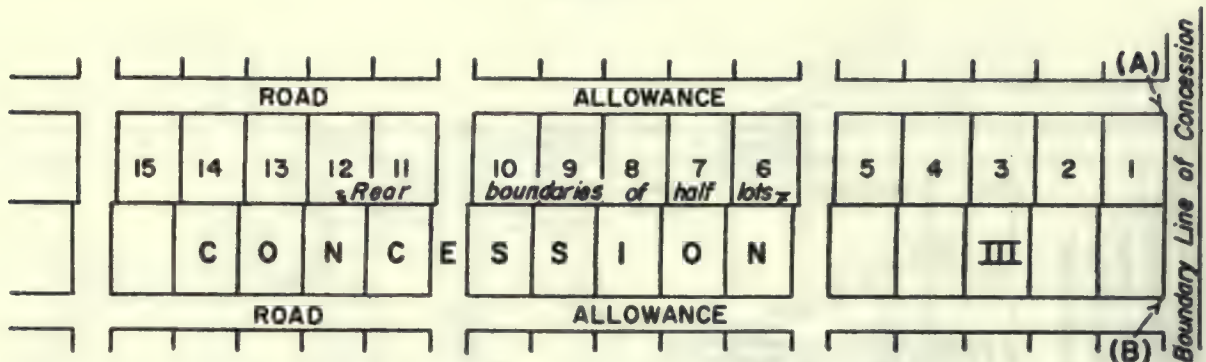
METHOD 59

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the boundary line of the concession at the end from which the lots are numbered is unbroken and no proof line was surveyed in the original survey.

2. Establish the side lines of the half lots on the same astronomic course as the boundary line of the concession at the end from which the lots are numbered, if so intended in the original survey.

3.

SKETCH



Establish the side lines of the half lots on the same astronomic course as boundary line of concession A-B.

R.R.O. 1980, Reg. 928, Meth. 59.

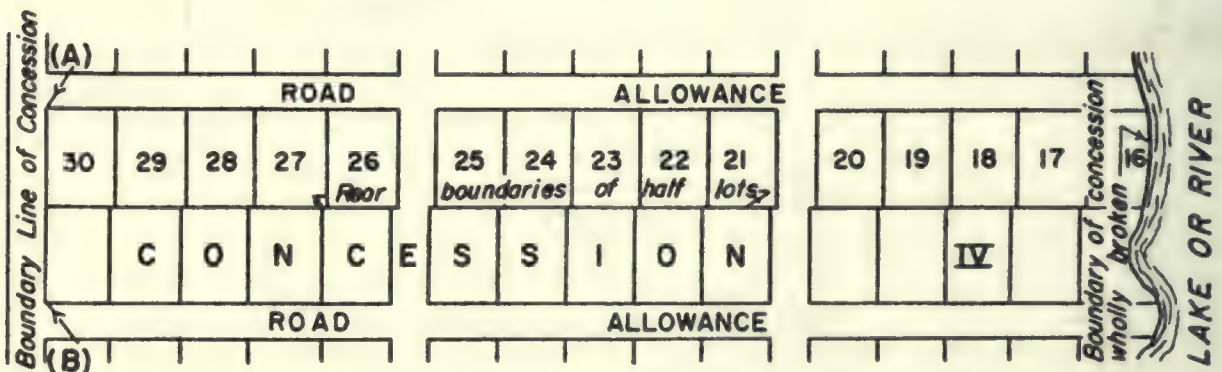
METHOD 60

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the boundary line of the concession at the end of the concession from which the lots are numbered was not surveyed in the original survey because it was wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the boundary line of the concession at the end opposite to that from which the lots are numbered, if so intended in the original survey.

3.

SKETCH



Establish the side lines of the half lots on the same astronomic course as boundary line of concession A-B.

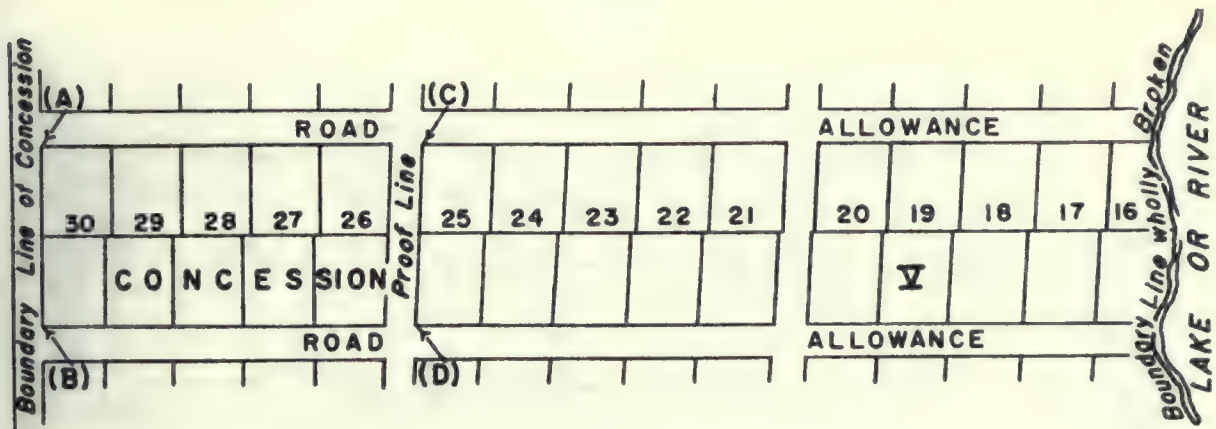
R.R.O. 1980, Reg. 928, Meth. 60.

METHOD 61

1. Section 28, paragraph 1, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and a proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the proof line on that side of the proof line which is farthest from the boundary line of the concession which was intended to govern the course of the side line.

3. SKETCH



Boundary line A-B intended to govern course of side lines.

Establish side lines of half lots 26 to 30 on the same astronomic course as boundary line of concession A-B.

Establish side lines of half lots 16 to 25 on the same astronomic course as proof line C-D.

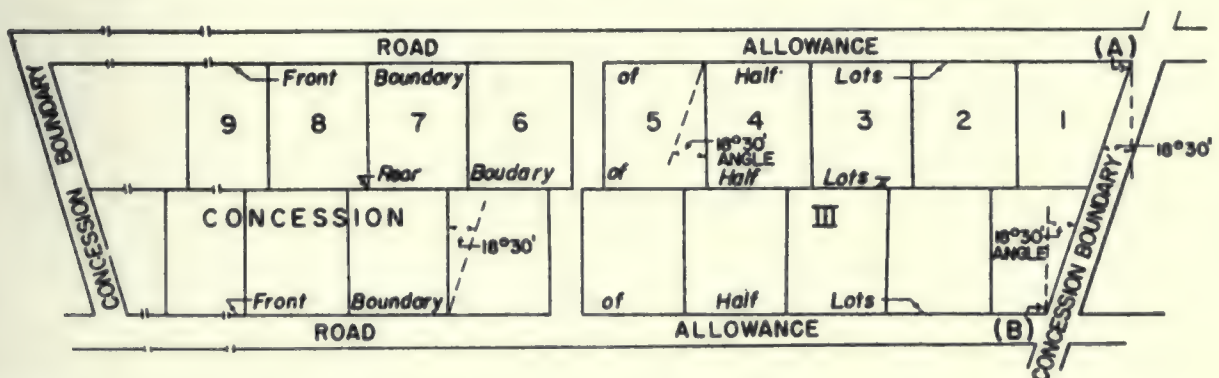
R.R.O. 1980, Reg. 928, Meth. 61.

METHOD 62

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the boundary at either end of the concession and the boundaries at the ends of the concession are unbroken and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the boundary at the end of the concession from which the lots are numbered as shown on the original plan and field notes, if so intended in the original survey.

3. SKETCH



Establish side lines of half lots at the angle of $18^{\circ}30'$ with the concession boundary A-B as shown on the original plan and field notes.

R.R.O. 1980, Reg. 928, Meth. 62.

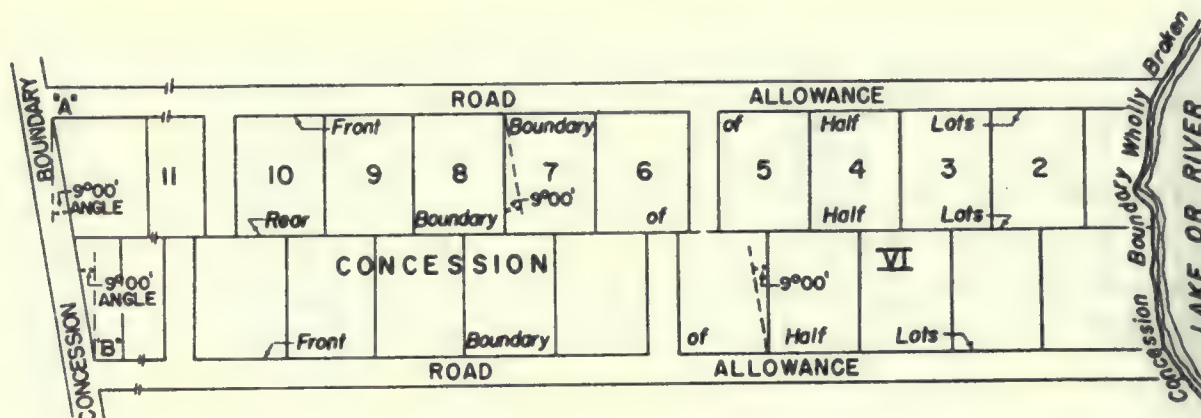
METHOD 63

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and the boundary at the end of the concession from which the lots are numbered is wholly broken by a lake or river and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the concession boundary at the end of the concession opposite to the end from which the lots are numbered as shown on the original plan and field notes, if so intended in the original survey.

3.

SKETCH



Establish the side lines of the half lots at the angle of 9° 00' with concession boundary A-B as shown on the original plan and field notes.

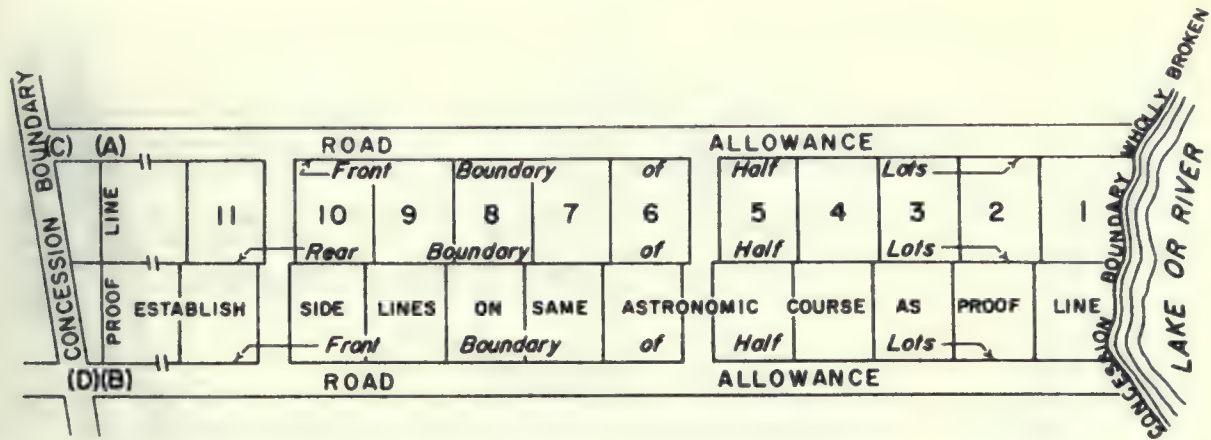
R.R.O. 1980, Reg. 928, Meth. 63.

METHOD 64

1. Section 28, paragraph 2, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the side lines of the half lots were not intended to be surveyed on the astronomic course of the concession boundary at either end of the concession and a proof line was surveyed in the original survey.

2. Establish the side line of the half lot on the same astronomic course as the proof line on that side of the proof line which is farthest from the concession boundary which was intended to govern the course of the side lines in the concession.

3. SKETCH



Establish side lines of half lots on the side of the proof line A-B which is farthest from the concession boundary C-D on the same astronomic course as proof line A-B.

R.R.O. 1980, Reg. 928, Meth. 64.

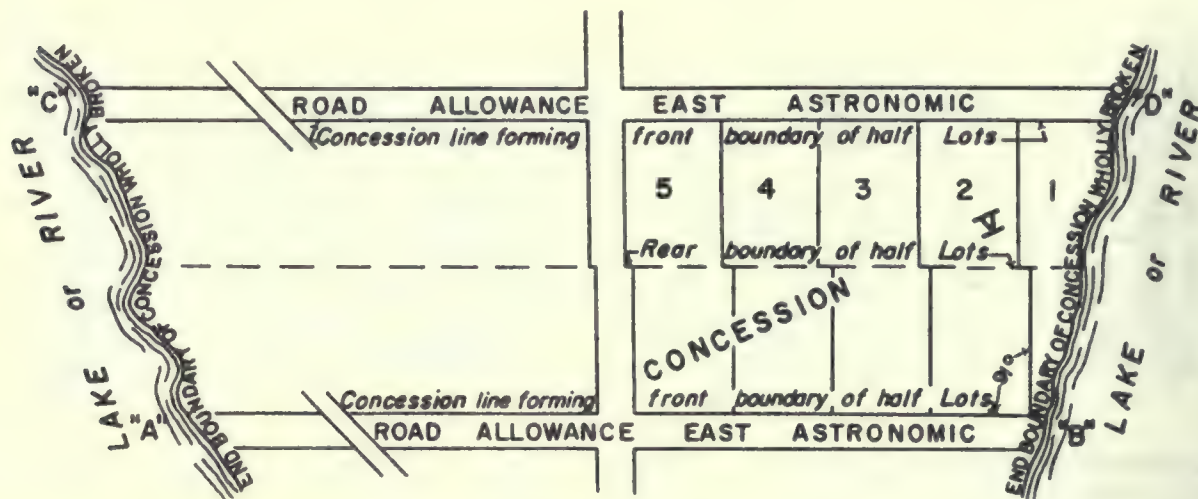
METHOD 65

1. Section 28, paragraph 3, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the concession line forming the front boundary of the half lots was surveyed as a straight line across the entire length of the concession and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the concession line forming the front boundary of the half lots as shown on the original plan and field notes.

3.

SKETCH



Concession line A-B shown on the original plan and field notes as one course, east astronomic, and the side lines of the half lots defined at an angle of 91° therefrom.

Concession line C-D also shown on the original plan and field notes as one course having a bearing east astronomic and the sides defined at an angle of 91° therefrom.

Establish side line at angle shown on the original plan and field notes.

R.R.O. 1980, Reg. 928, Meth. 65.

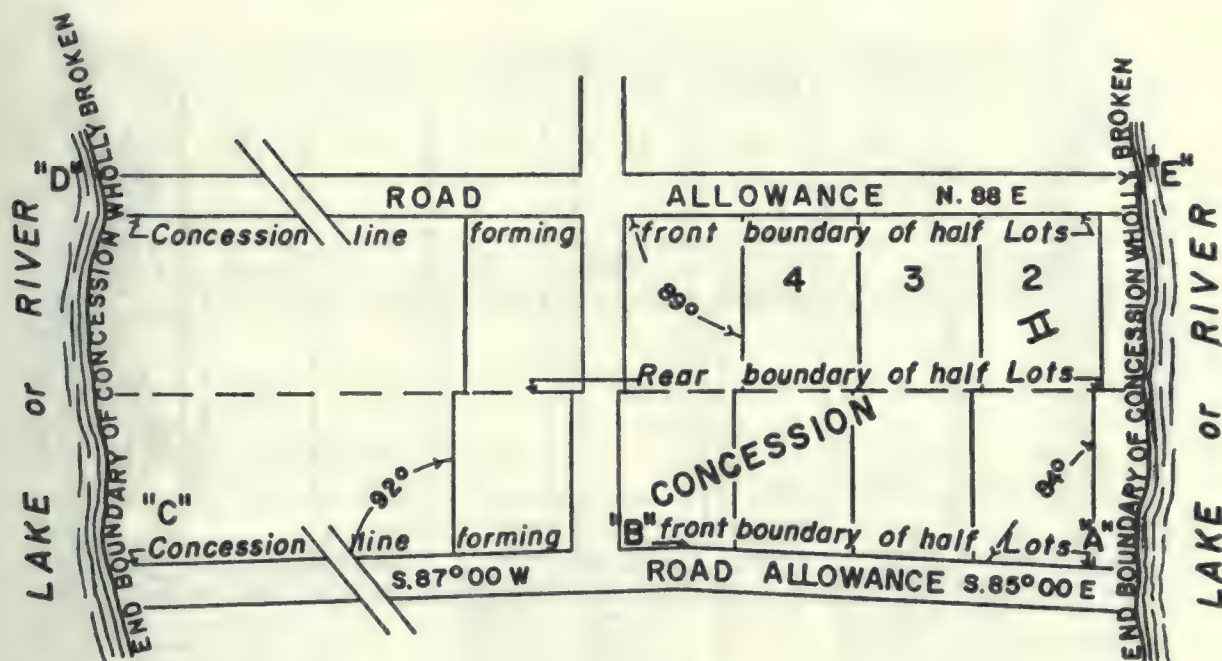
METHOD 66

1. Section 28, paragraph 3, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they were wholly broken by a lake or river and the concession line forming the front boundary of the half lots was surveyed on two or more courses and no proof line was surveyed in the original survey.

2. Establish the side line of the half lot at the angle with the course of each of the parts of the concession line forming the front boundary of the half lots as shown on the original plan and field notes.

3.

SKETCH



Concession line A-B-C shown on the original plan and field notes as two courses. The side lines of lots defined at an angle of 84° for side lines of half lots between points A-B and at an angle of 92° for side lines of half lots between points B-C.

Concession line D-E is shown on the original plan and field notes as one course having a bearing of N. 88° E. and the side lines of the half lots at an angle of 89° to the concession line.

Establish side lines at angle shown on the original plan and field notes.

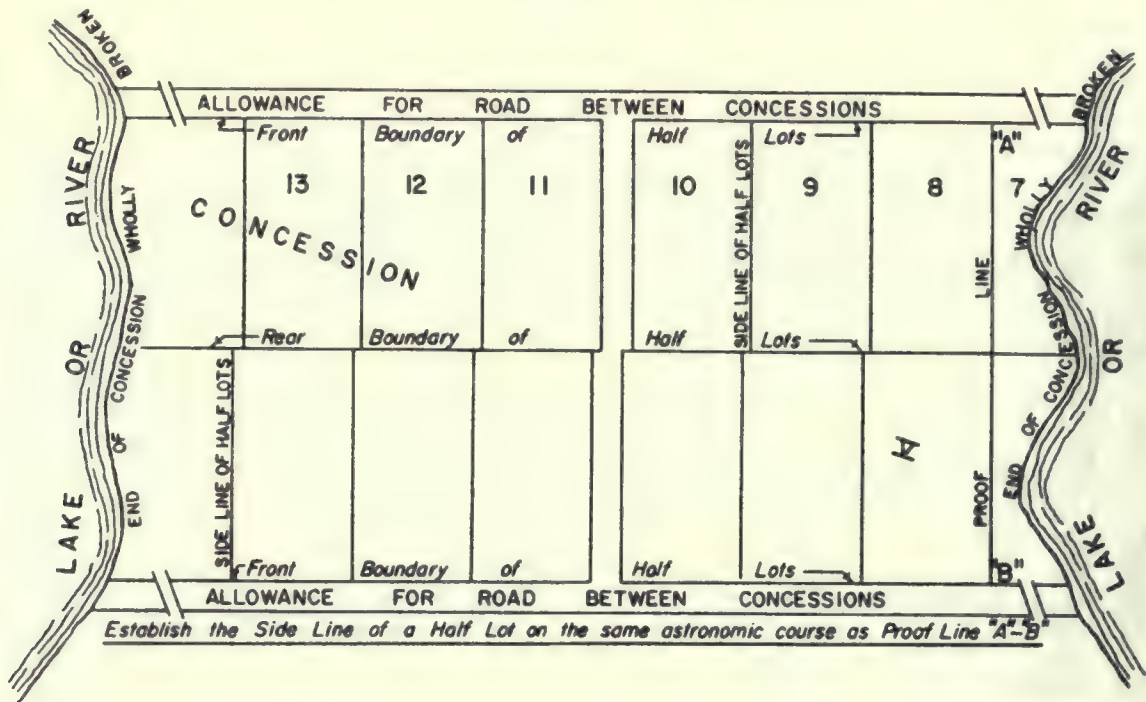
R.R.O. 1980, Reg. 928, Meth. 66.

METHOD 67

1. Section 28, paragraph 4, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and a proof line was surveyed in the original survey.

2. Establish the side line of a half lot on the same astronomic course as the proof line.

3. SKETCH



R.R.O. 1980, Reg. 928, Meth. 67.

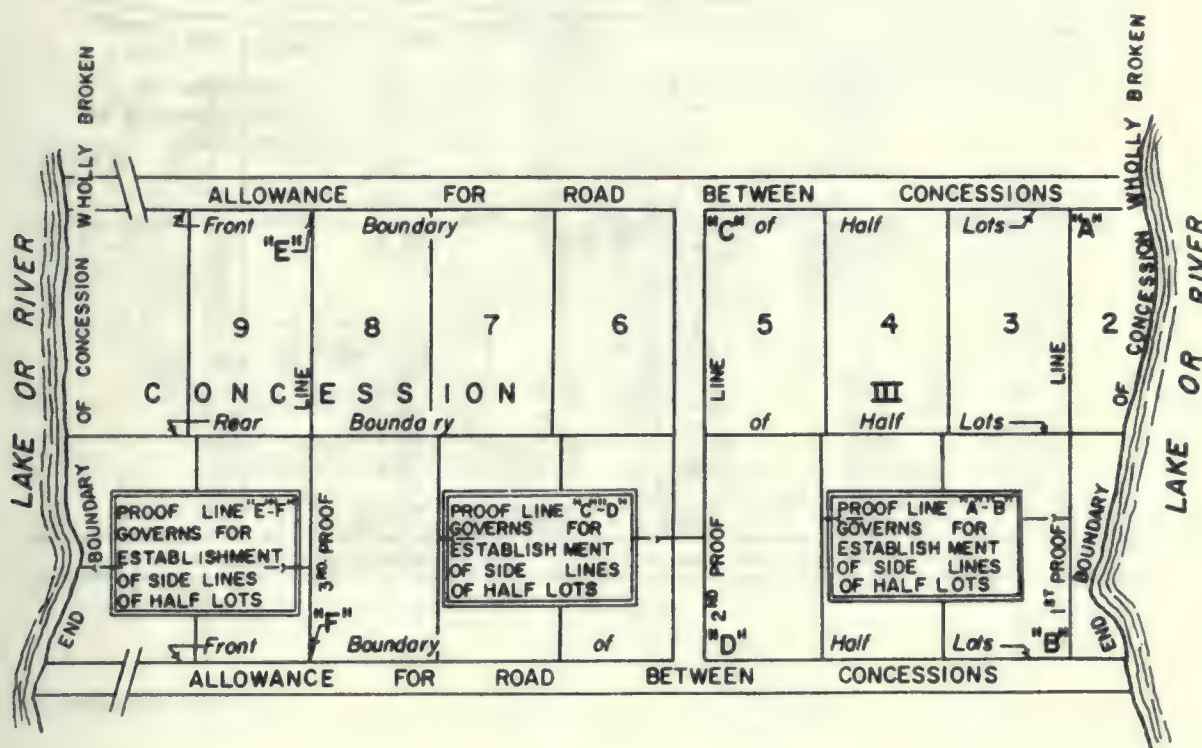
METHOD 68

1. Section 28, paragraph 5, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and the end boundaries of the concession were not surveyed in the original survey because they are wholly broken by a lake or river and two or more proof lines were surveyed in the original survey.

2. Establish the side lines of half lots between the end boundary of the concession from which the lots are numbered and the second proof line from that boundary on the same astronomic course as the first proof line from that boundary of the concession and establish the side lines of the half lots between the second and the third proof lines on the same astronomic course as the second proof line and establish the side lines of the half lots between the third proof line and the fourth proof line on the same astronomic course as the third proof line and, where other proof lines were surveyed, continue in the same manner throughout the concession.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 68.

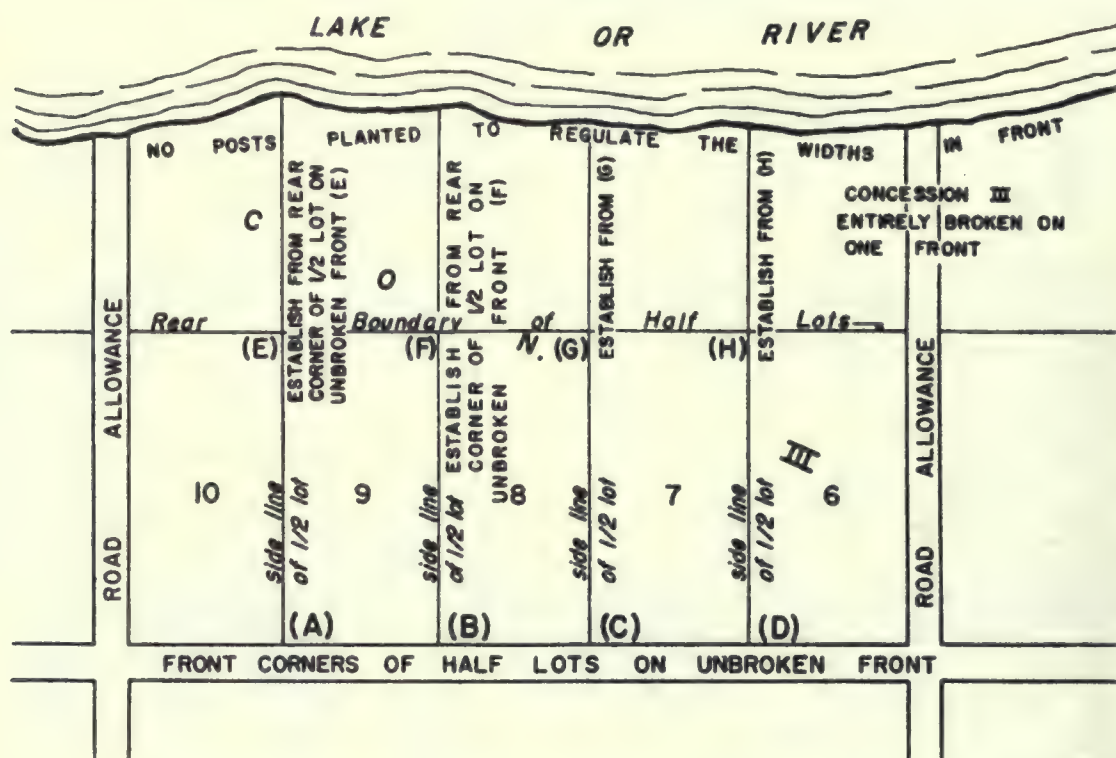
METHOD 69

1. Section 28, paragraph 6, to establish in a concession the side lines of the half lots in a double front township not surveyed in the original survey and one of the fronts of the concession is wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths of the lots on that front.

2. Establish the side lines of the broken half lots from the rear corners of the half lots on the unbroken front of the concession.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 69.

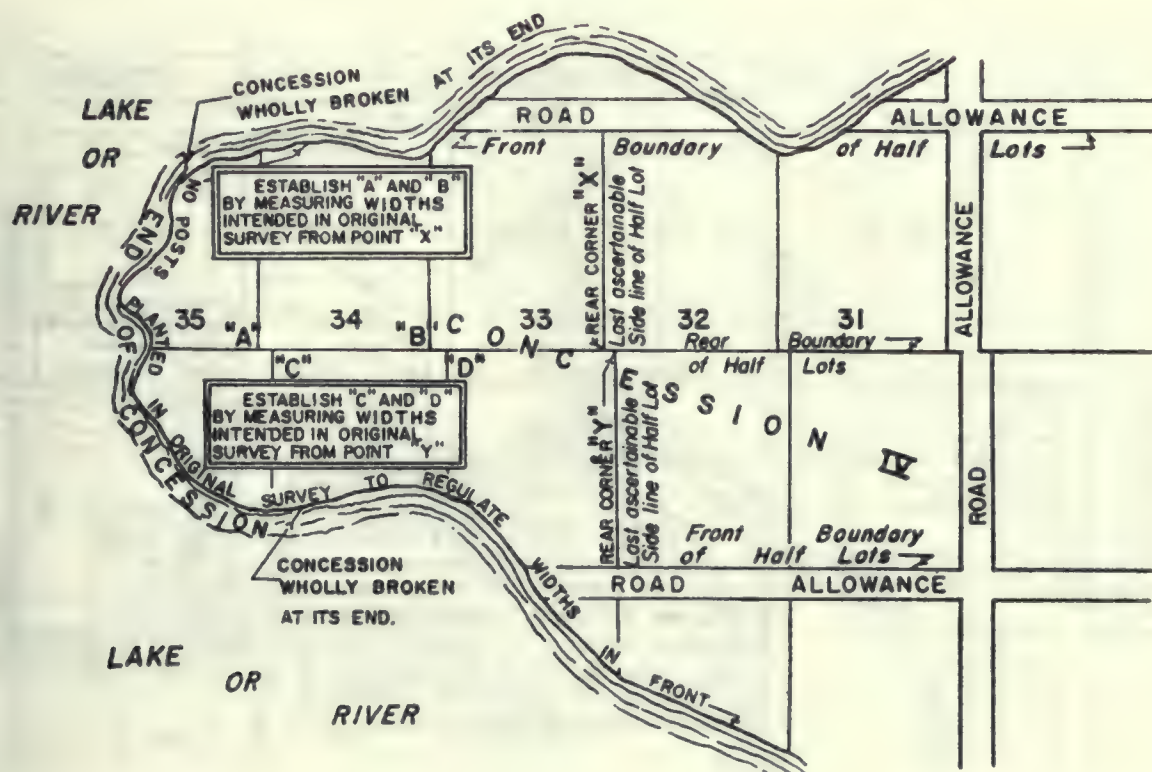
METHOD 70

1. Section 28, paragraph 7, to establish in a concession the side lines of half lots in a double front township that were not surveyed in the original survey and the concession is wholly broken on both fronts at either end by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots determined by measuring along the rear boundaries of the half lots the widths of the half lots as intended in the original survey from the intersections of the last ascertainable side lines of the half lots on their respective fronts with the rear boundaries of the half lots.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 70.

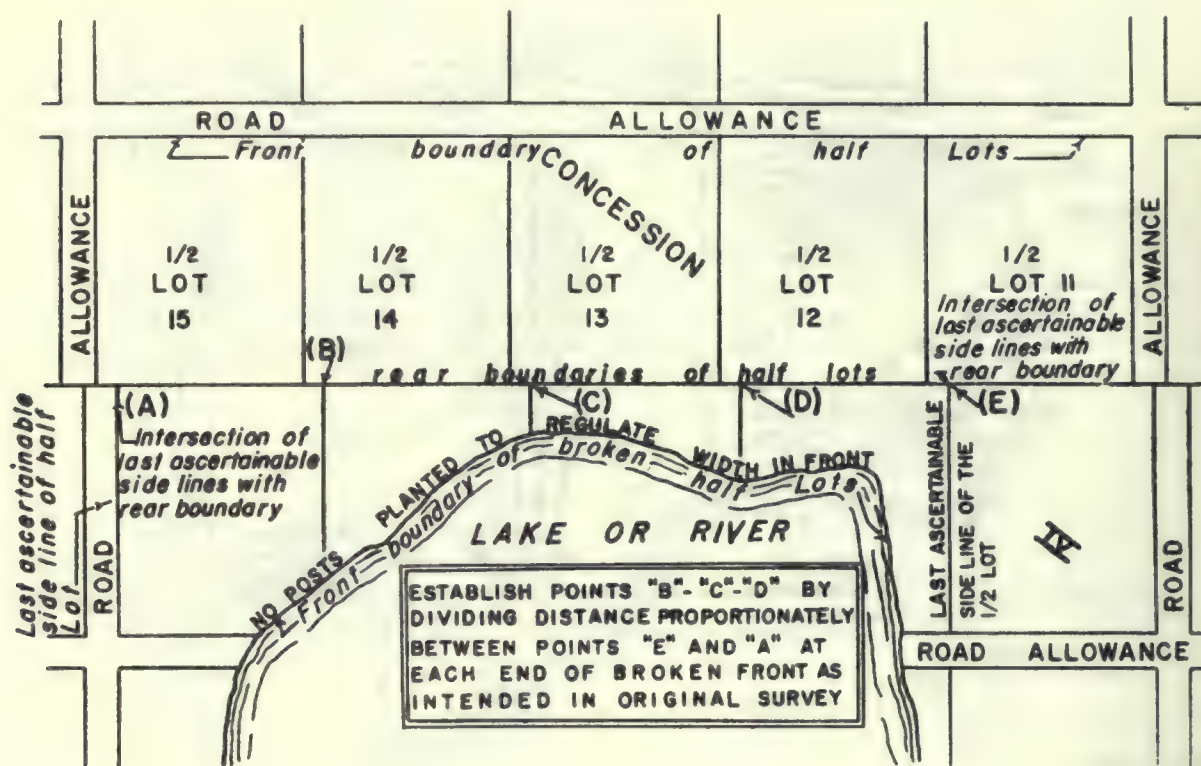
METHOD 71

1. Section 28, paragraph 8, to establish in a concession the side line of a half lot in a double front township that was not surveyed in the original survey and one front of the concession is partly broken by a lake or river and the lake or river does not extend to the ends of the concession and no posts were planted on the bank of the lake or river to regulate the width in front of the broken half lots.

2. Establish the side lines of the broken half lot from points on the rear boundaries of the half lots determined by dividing proportionately, as intended in the original survey, the distance between the intersections of the rear boundaries of the half lots and the last ascertainable side lines of the half lots on both sides of the lake or river at each end of the broken front.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 71.

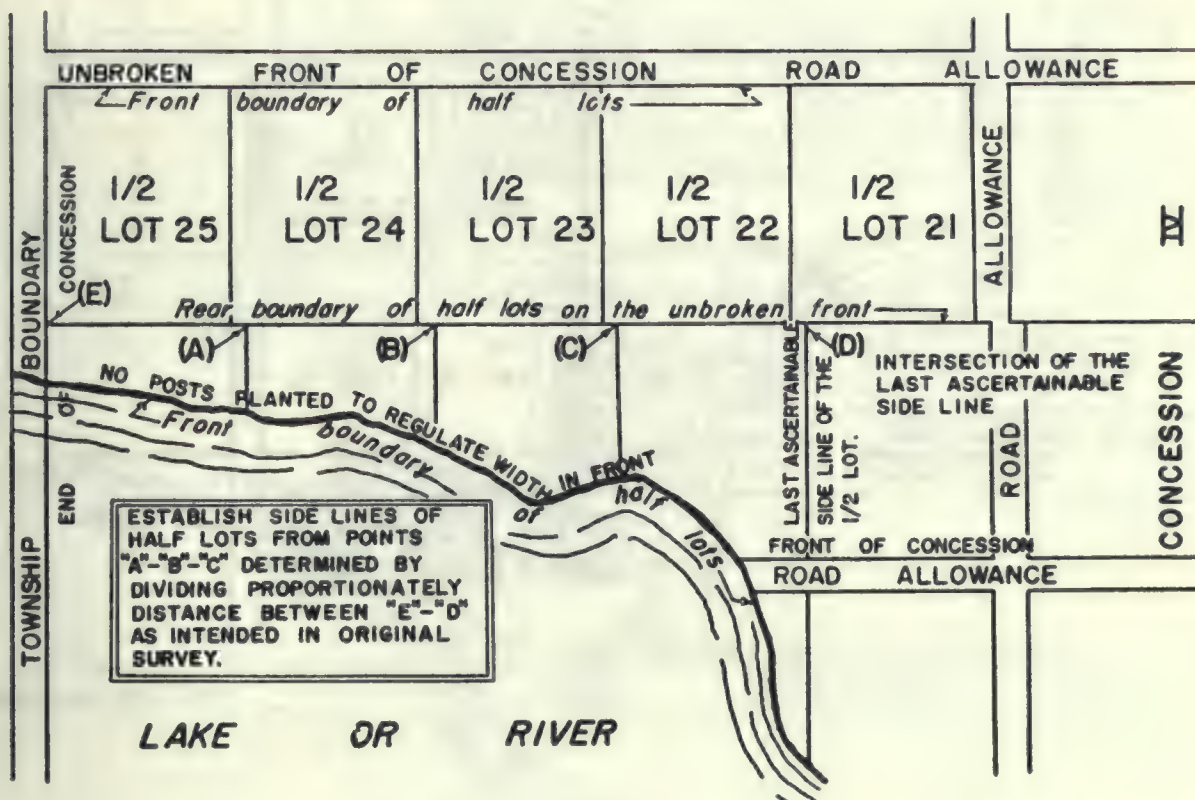
METHOD 72

1. Section 28, paragraph 9, to establish in a concession the side lines of the half lots in a double front township not surveyed in the original survey if the concession is partly broken on either front at either end of the concession but not broken at the end of the rear boundary of the half lots by a lake or river and no posts were planted on the bank of the lake or river to regulate the width in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots in the unbroken front determined by dividing proportionately, as intended in the original survey, the distance along the rear boundary between the end of the concession and the last ascertainable side line of the half lot on the front of the concession so broken.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 72.

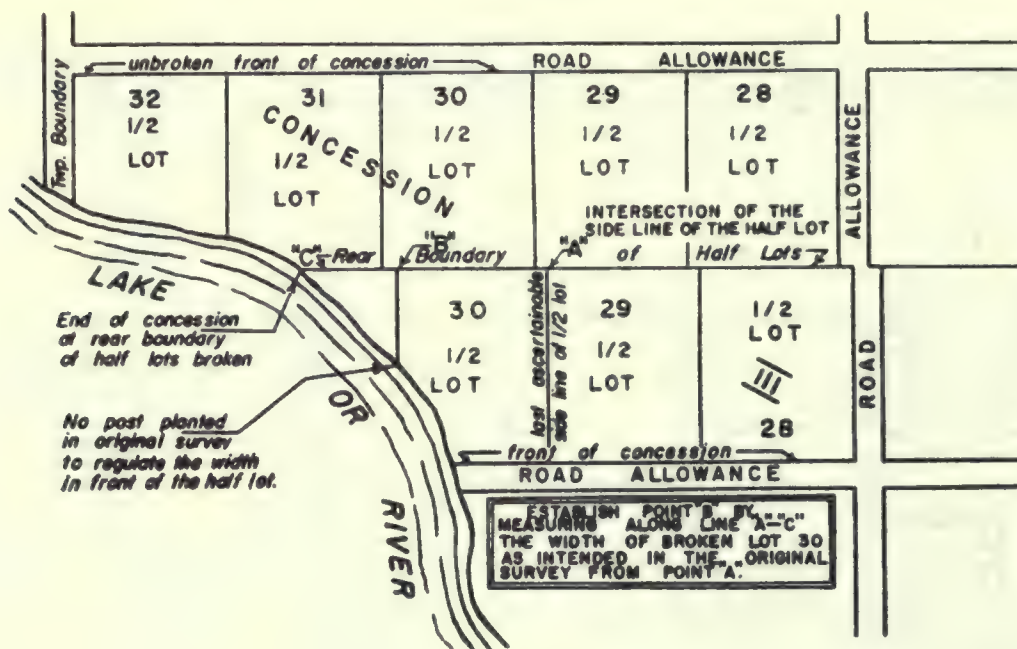
METHOD 73

1. Section 28, paragraph 10, to establish in a concession the side lines of a half lot in a double front township not surveyed in the original survey if the concession is partly broken on either front at either end by a lake or river and also broken at the end of the rear boundary of the half lots and no posts were planted in the original survey on the bank of the lake or river to regulate the widths in front of the broken half lots.

2. Establish the side lines of the broken half lots from points on the rear boundary of the half lots on the unbroken front of the concession determined by measuring along the rear boundary the widths of the lots in the broken front as intended in the original survey from the intersection of the last ascertainable side line of the half lot on the front of the concession so broken.

3.

SKETCH



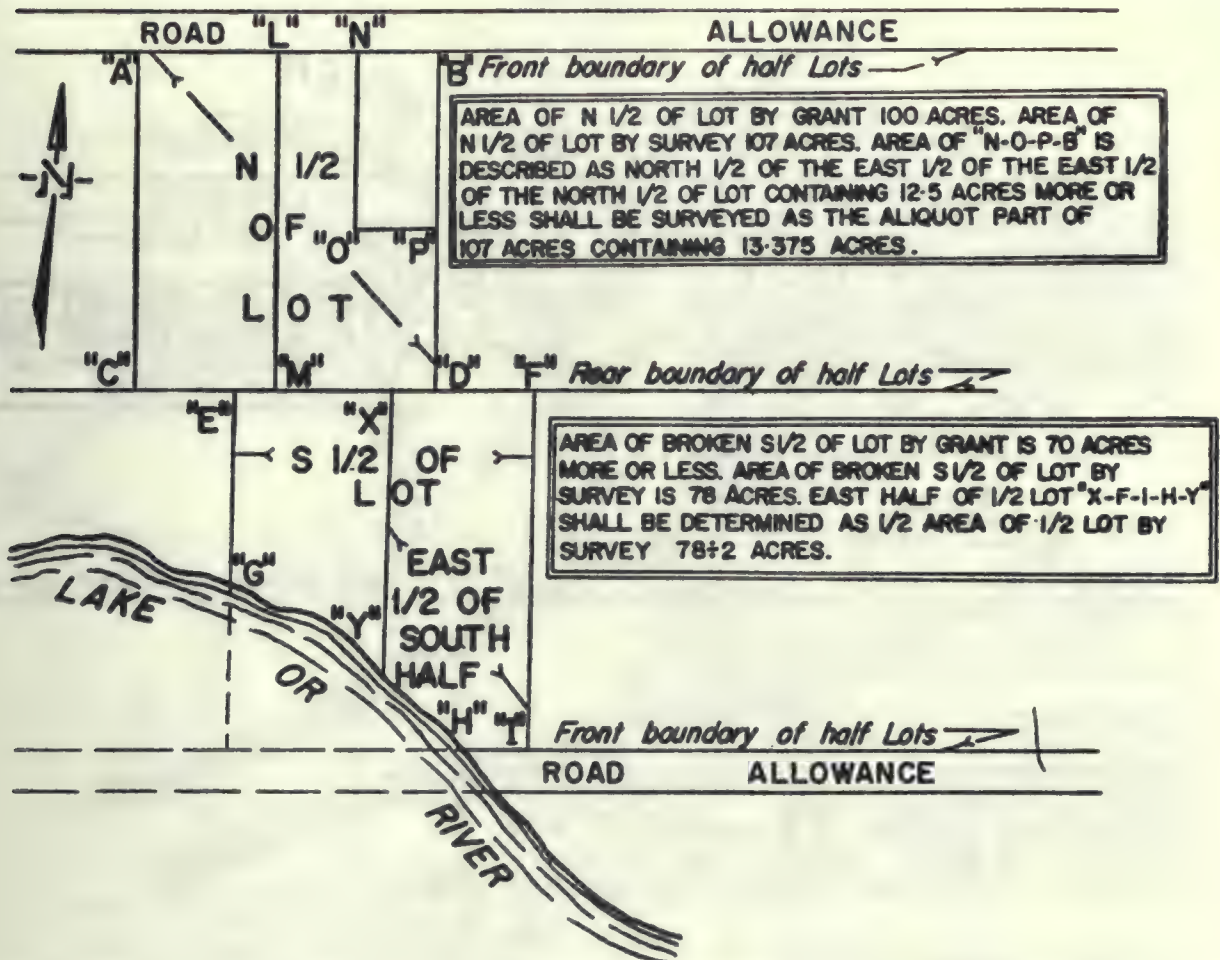
R.R.O. 1980, Reg. 928, Meth. 73.

METHOD 74

1. Section 29, subsection 1, to determine the aliquot part of a half lot in a double front township.
2. Determine the aliquot part of the area of the half lot whether or not the area so determined is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 74.

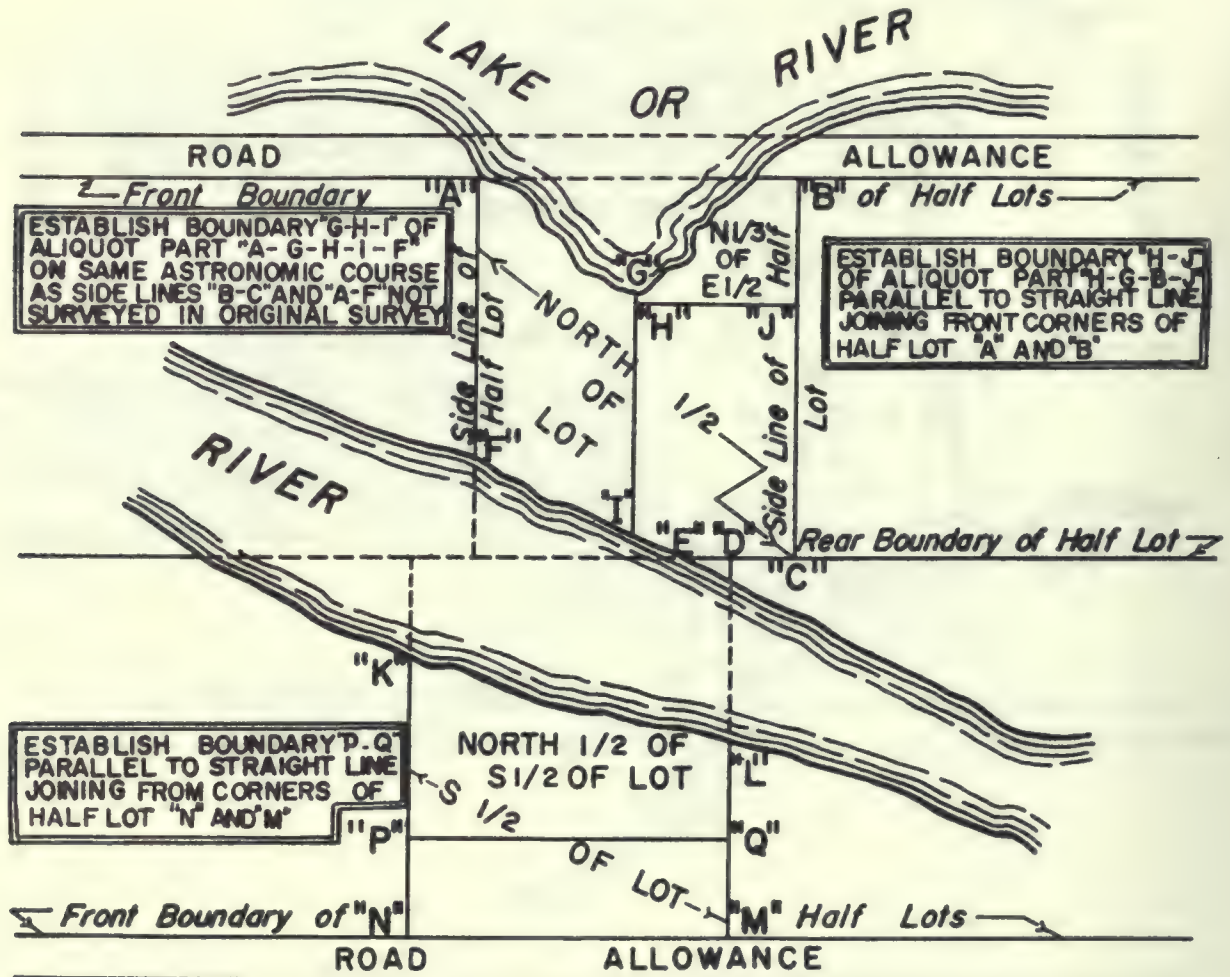
METHOD 75

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if the front boundary of the half lot is unbroken at either end by a lake or river and no aliquot part of the half lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or parallel to a straight line joining the front corners of the half lot, as the case may be.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 75.

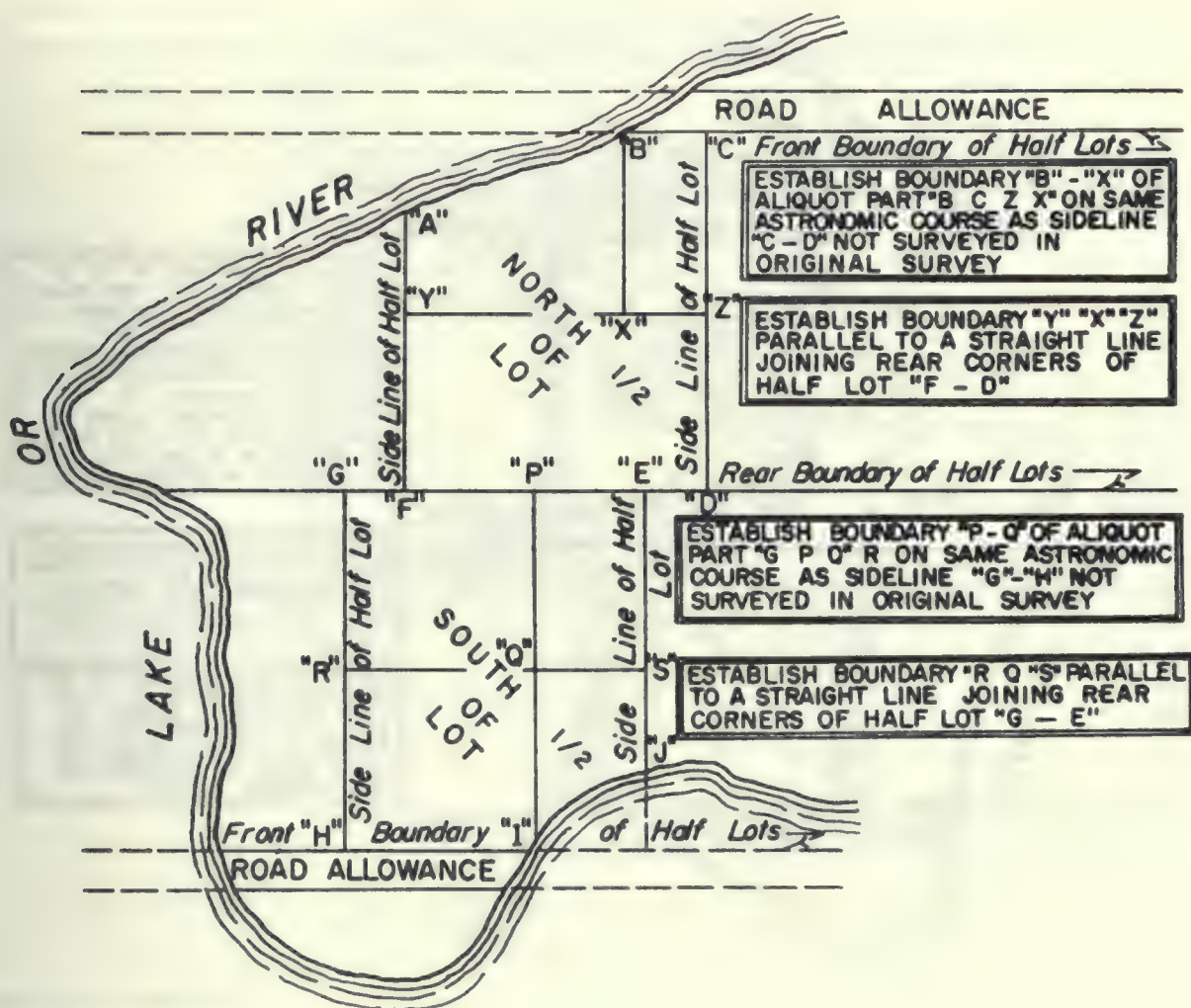
METHOD 76

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if the rear boundary of the half lot is unbroken and the front boundary is broken at either end by a lake or river and no aliquot part of the half lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the half lot, as the case may be.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 76.

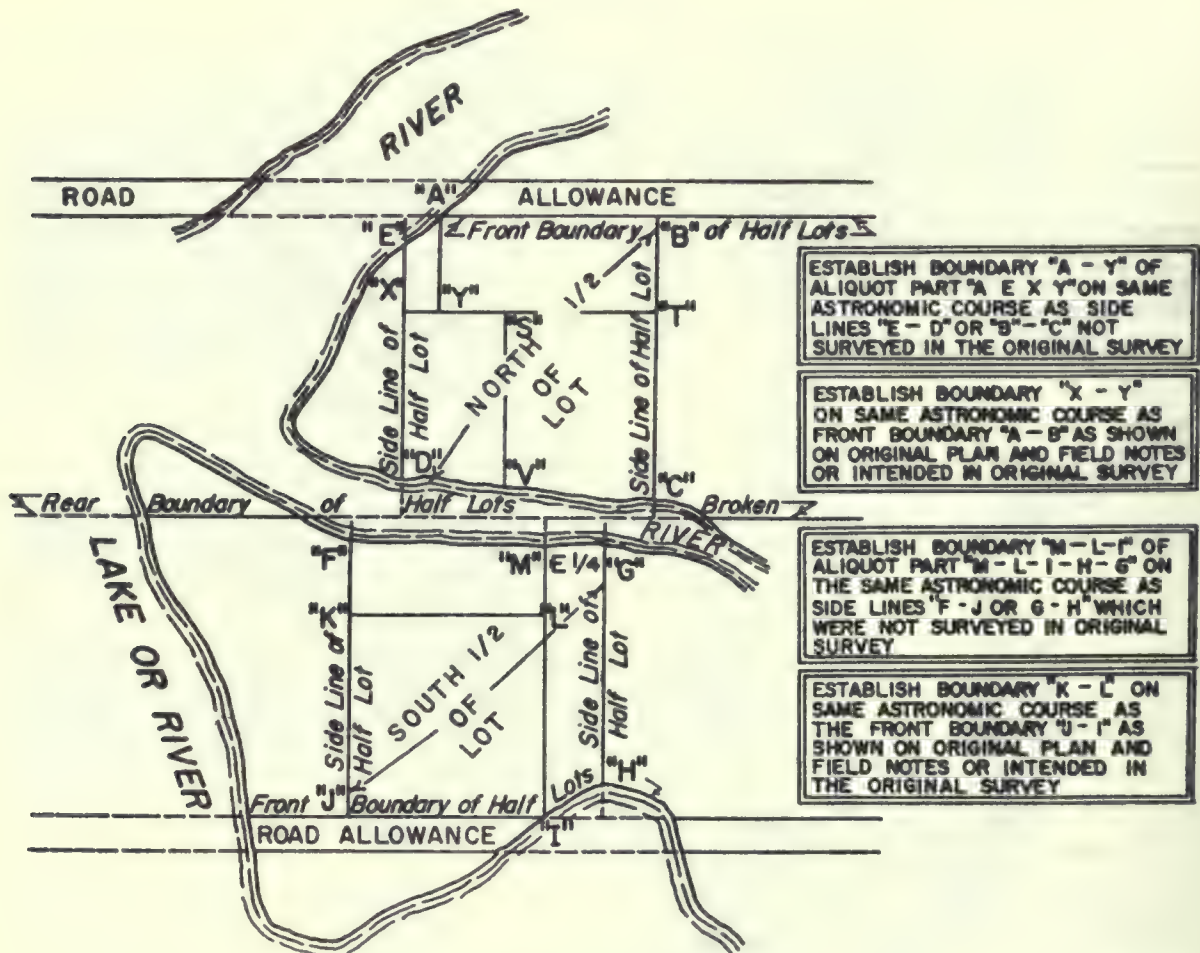
METHOD 77

1. Section 29, subsection 2, to establish the boundaries of an aliquot part of a half lot in a double front township if both the front boundary and rear boundary of the half lot are broken at either end by a lake or river and no aliquot part of the half lot was surveyed before July 1, 1944.

2. Establish the boundaries on the same astronomic course as a side line of a half lot not surveyed in the original survey or on the same astronomic course as the front boundary of the half lot, as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, then on the astronomic course intended for the front boundary of the half lots.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 77.

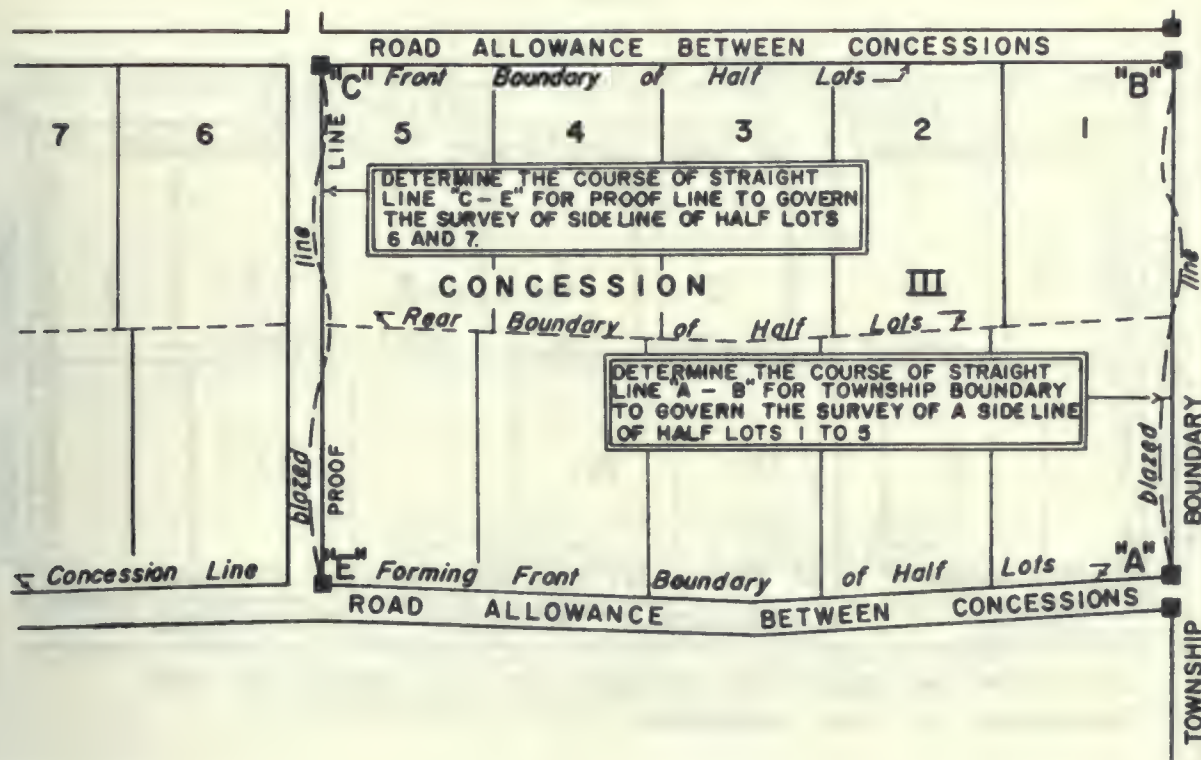
METHOD 78

1. Section 30, subsection 1, to determine in a concession in a double front township the course of the township boundary or a proof line to survey a side line of a half lot in the concession.

2. Determine the course of a straight line joining the ends of the township boundary or proof line at both fronts of the concession in which it is required to survey a side line of a half lot.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 78.

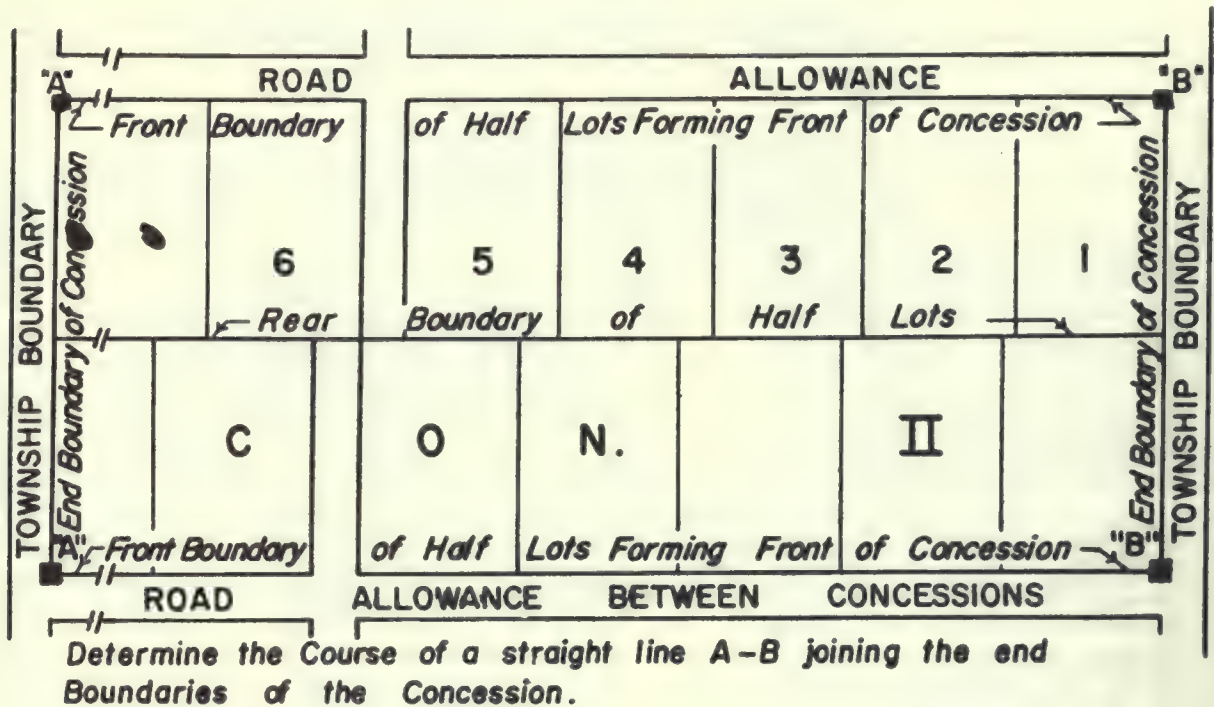
METHOD 79

1. Section 30, subsection 2, to determine in a concession the course of a front line of the concession in a double front township for the purpose of measuring an angle with the front to establish the side line of a half lot if the front of the concession was surveyed on one course in the original survey.

2. Determine the course of a straight line joining the ends of the front boundary of the concession in that half in which it is required to survey a side line of a half lot.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 79.

3. SKETCH



PART V
SECTIONAL TOWNSHIPS WITH DOUBLE FRONTS

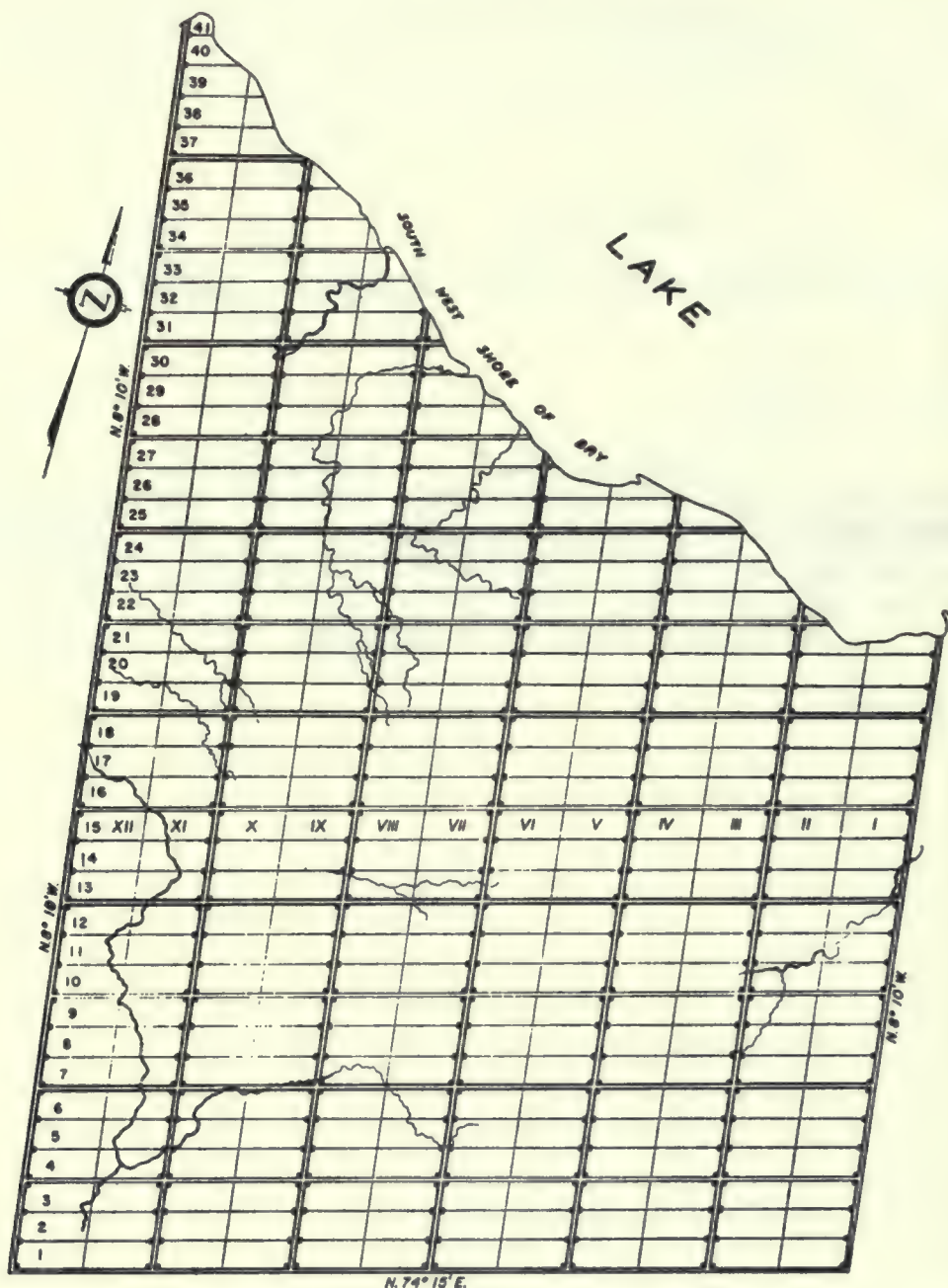
METHOD 81

1. Section 31, subsection 1, a "sectional township with double fronts" means a township divided into sections and lots where the usual practice in the original survey was to survey the township boundaries, concession lines and side lines of sections defining the section boundaries and to establish the front corners of the lots and section corners.

2. (i)

SKETCH

2,400-ACRE SECTIONAL SYSTEM

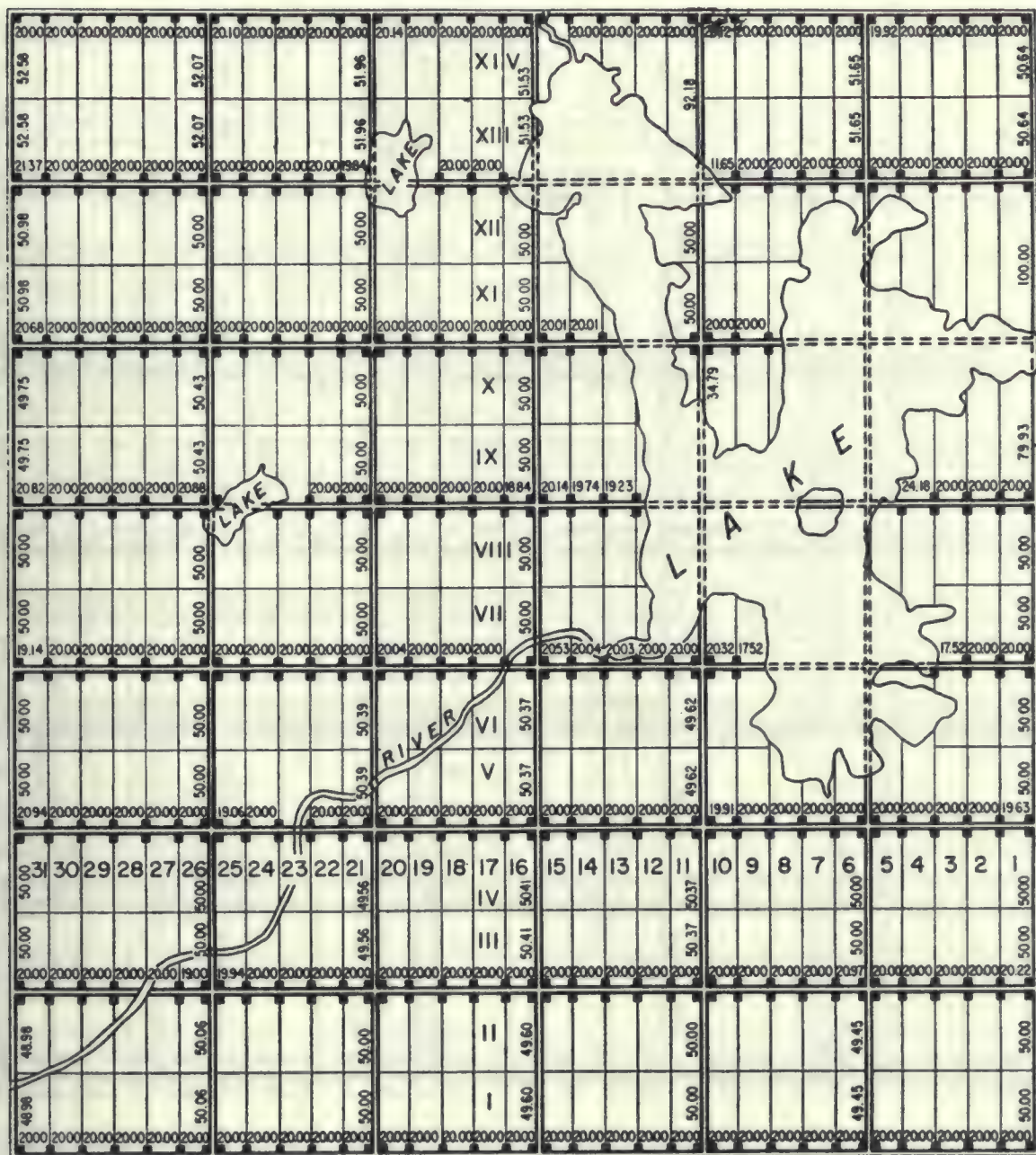


Regular lots are 30 chains wide and 66.67 chains in depth. Usually road allowances one chain wide made between each alternate concession and every third lot and along the township boundaries.

Heavy lines (—) indicate lines surveyed.

Squares (■) show corners usually established but not always posted.

1,000-ACRE SECTIONAL SYSTEM

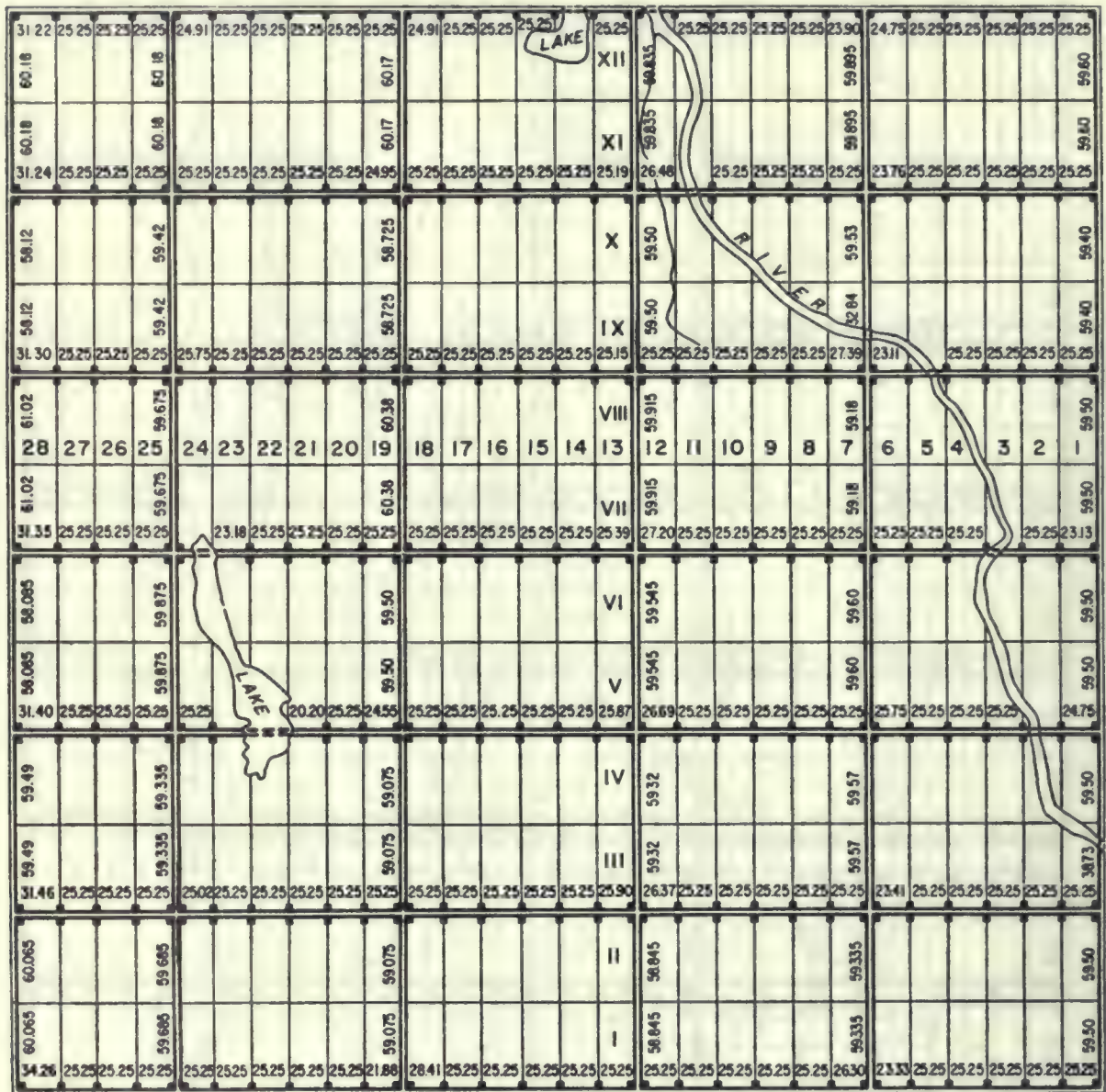


Squares (■) show corners usually established but not always posted.

(iii)

SKETCH

1,800-ACRE SECTIONAL SYSTEM



Regular lots are 25.25 chains in width and 59.50 chains in depth. Usually road allowances one chain wide made between each alternate concession and between each sixth lot and along the township boundaries.

Heavy lines (—) indicate lines surveyed.

Squares (■) show corners usually established but not always posted.

1,200-ACRE SECTIONAL SYSTEM

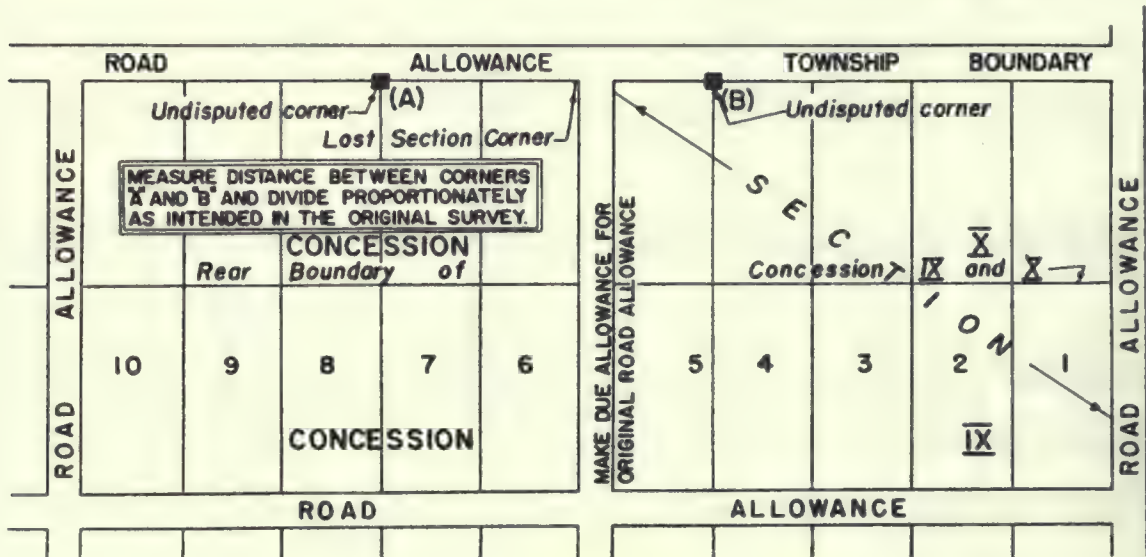


METHOD 82

1. Section 31, subsection 2, paragraph 2, to establish a lost section corner on a township boundary in a sectional township with double fronts where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3. SKETCH



R.R.O. 1980, Reg. 928, Meth. 82.

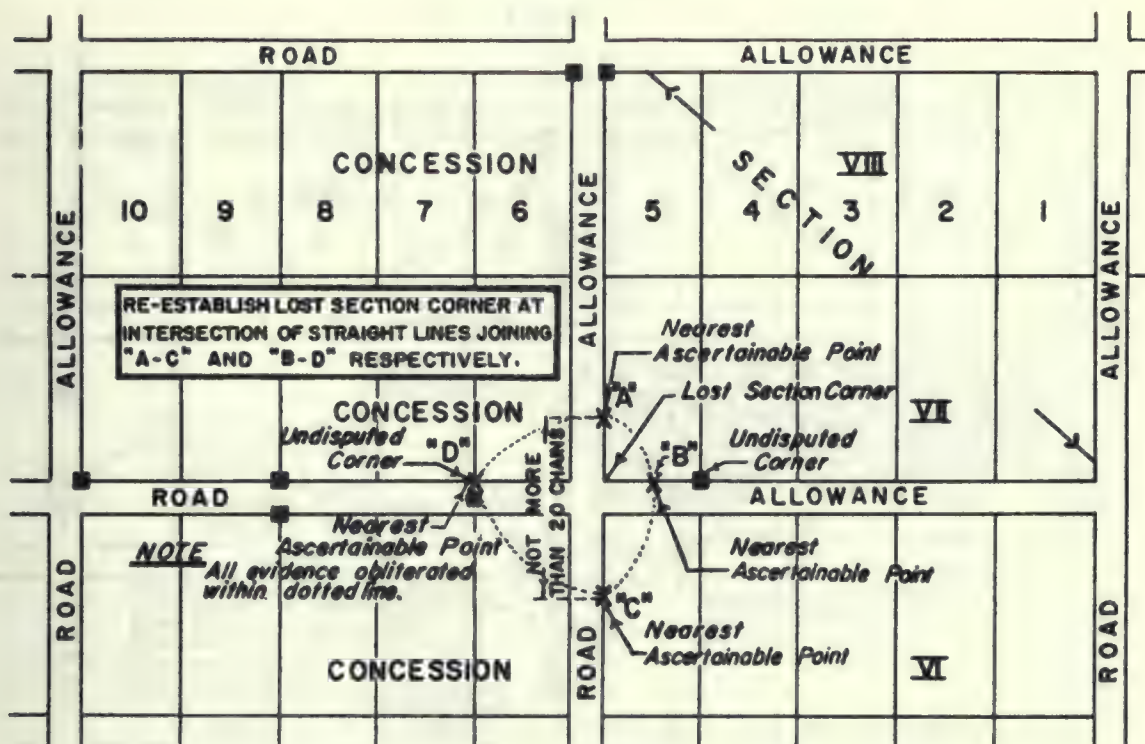
METHOD 83

1. Section 31, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with double fronts if the concession line in front of the adjacent sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and the adjacent corners of the sections are lost and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are not more than 400 metres apart and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the side lines and re-establish the lost corner at the intersection with a straight line joining the two nearest ascertainable points on the concession, one being on either side of the lost corner.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 83.

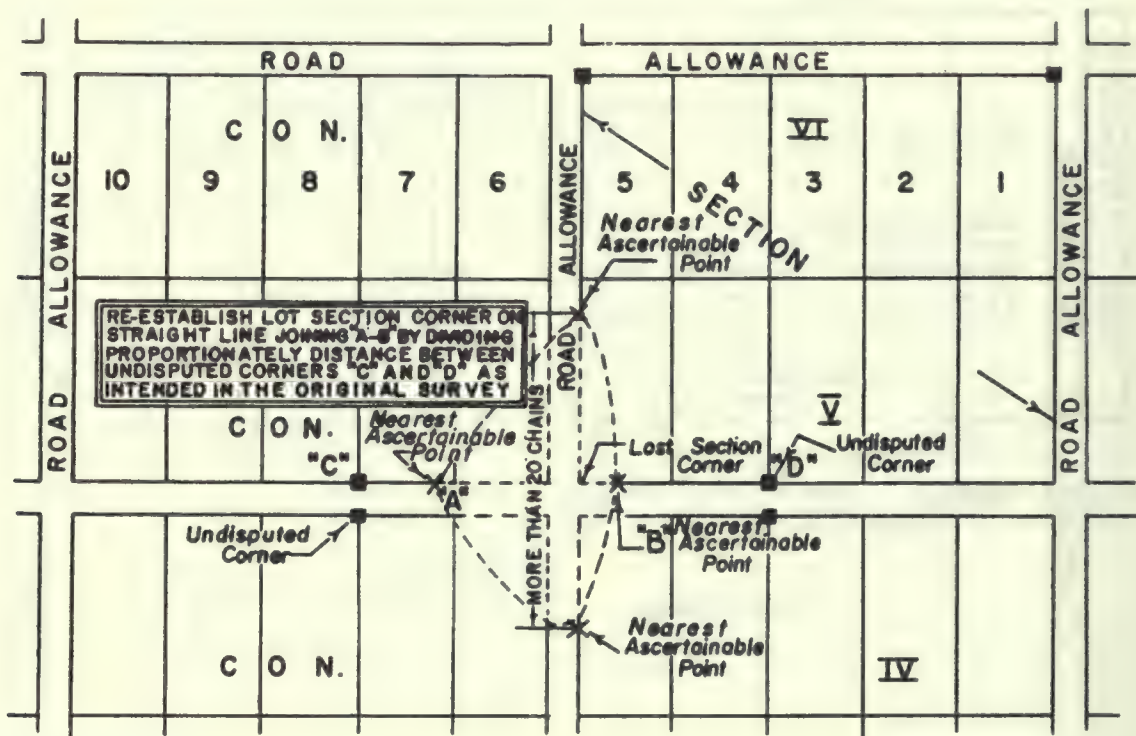
METHOD 84

1. Section 31, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with double fronts if the concession line in the front of the adjacent sections on either side of the lost section corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjacent sections on the opposite sides of the concession line are shown as being a straight line on the original plan and field notes and the adjacent corners of the sections are lost and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are more than 400 metres apart and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately as intended in the original survey between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, having due regard for any road allowance made in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 84.

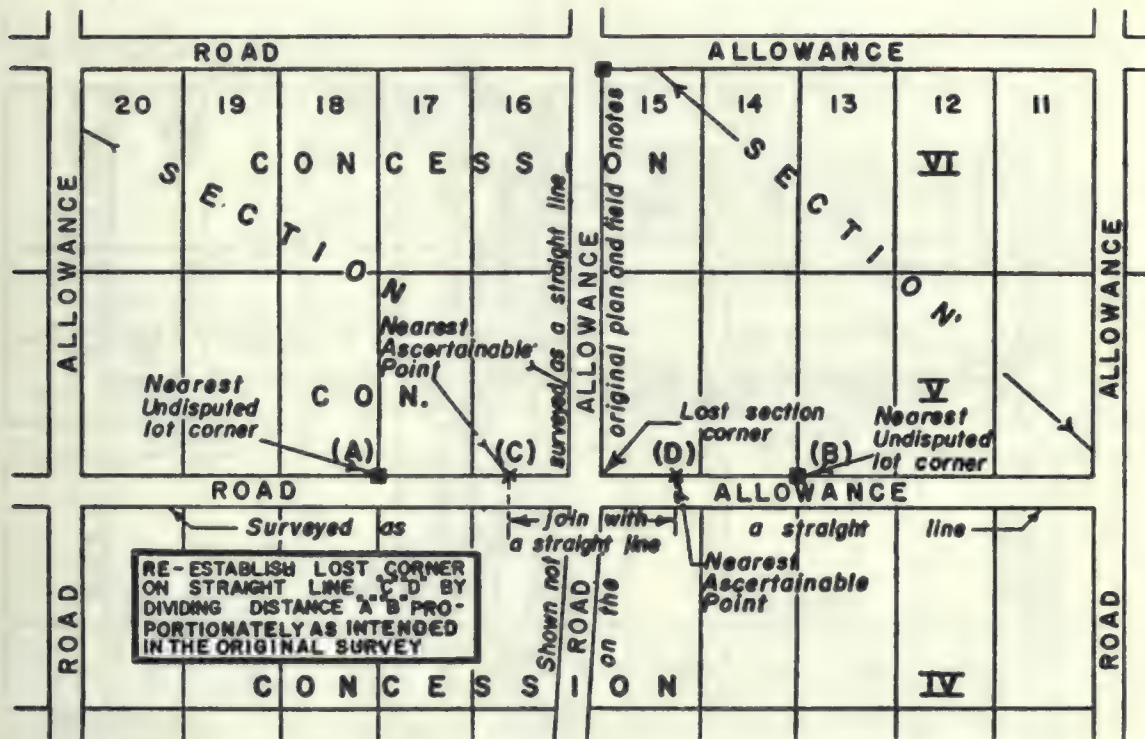
METHOD 85

1. Section 31, subsection 2, paragraph 4, to re-establish a lost section corner in a sectional township with double fronts where the concession line in front of the adjacent sections on either side of the lost corner is shown on the original plan and field notes as a straight line and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as not in a straight line and the adjacent corners of the sections are lost and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Determine the distance between the two nearest undisputed lot corners on the concession line, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowances made in the original survey and by joining with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 85.

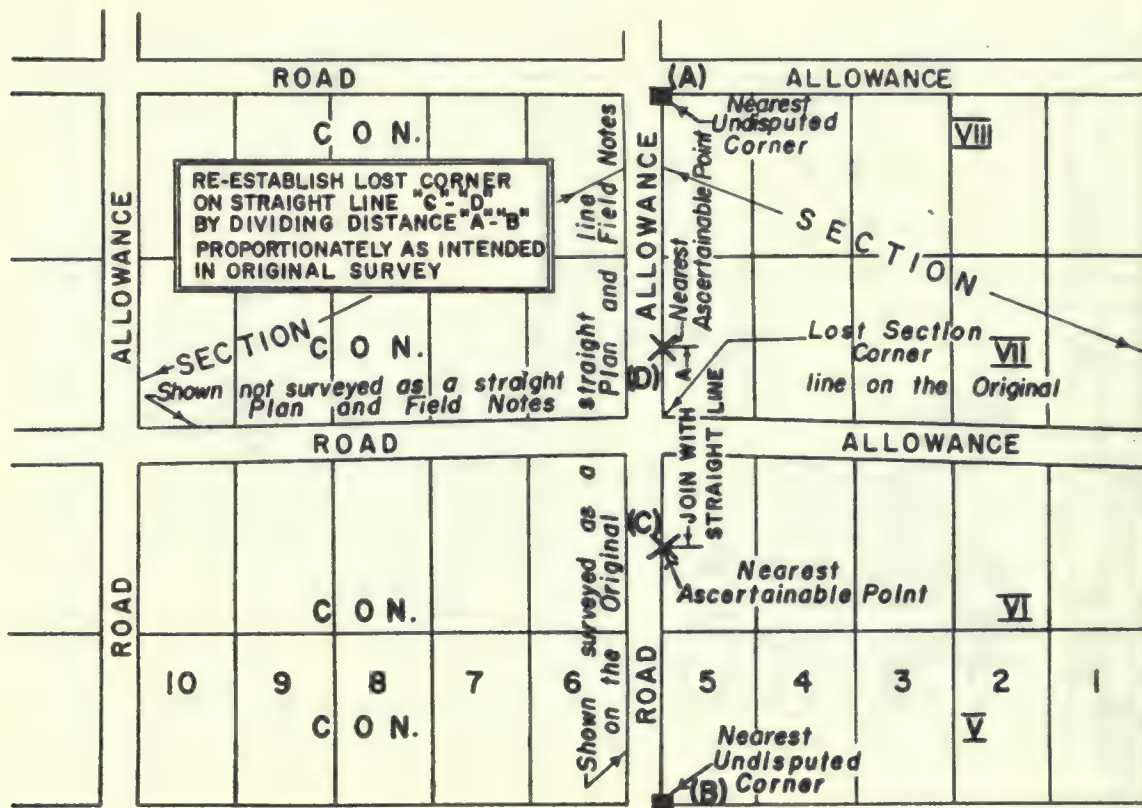
METHOD 86

1. Section 31, subsection 2, paragraph 5, to re-establish a lost section corner in a sectional township with double fronts where the concession line in front of the adjacent sections on either side of the lost corner is shown on the original plan and field notes as not on a straight line and the side lines between such sections and adjacent sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and the adjacent corners of the sections are lost and the lost section corner was not previously re-established before March 24, 1911.

2. Determine the distance between the two nearest undisputed corners on the side lines of the sections, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowances made in the original survey, and by joining with a straight line the two nearest ascertainable points on the side lines of the sections, one point being on either side of the lost corner.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 86.

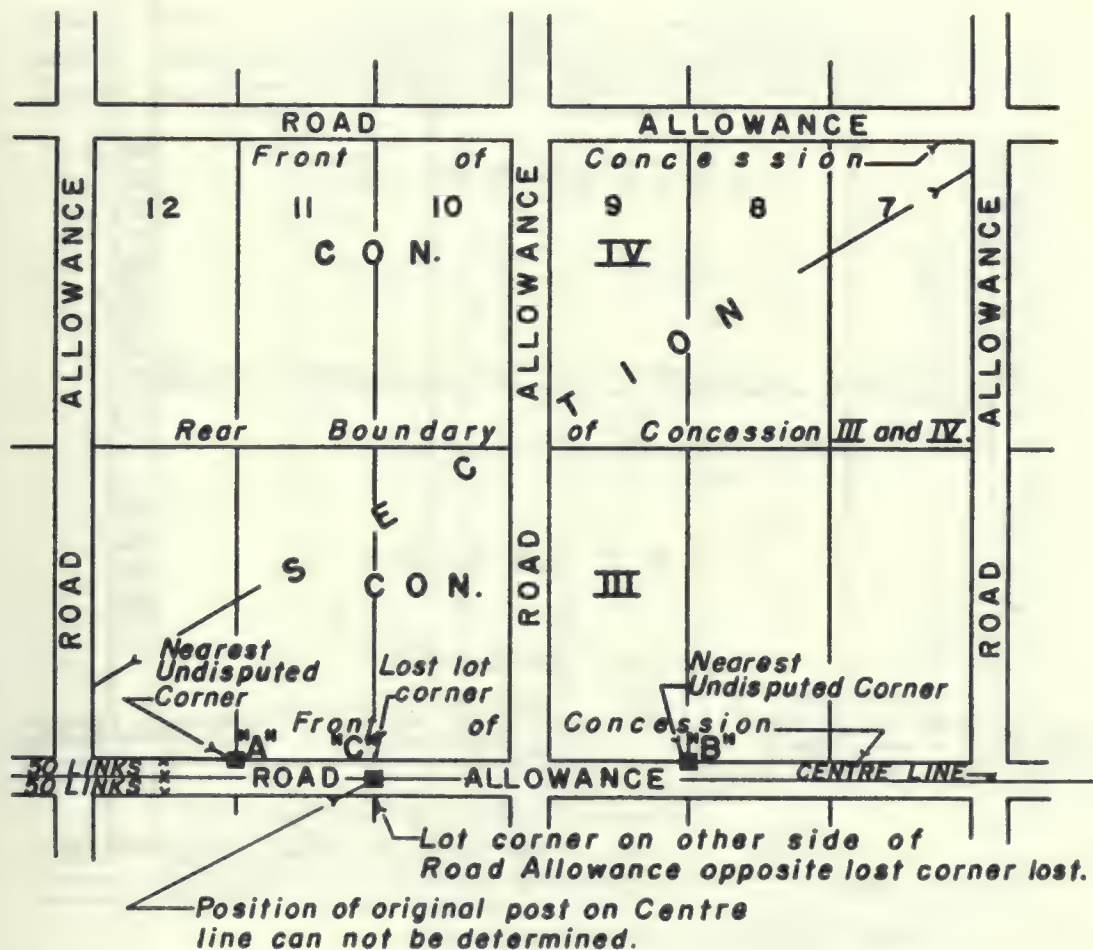
METHOD 87

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is also lost and the position of the original post on the centre line of the road allowance opposite the lost corner cannot be determined and no evidence of the original corner exists.

2. Determine the distance between the two nearest undisputed corners in the section, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



To re-establish lost lot corner C, measure distance between nearest undisputed corners A and B and divide proportionately as intended in the original survey, having due regard for road allowance between lots 9 and 10.

R.R.O. 1980, Reg. 928, Meth. 87.

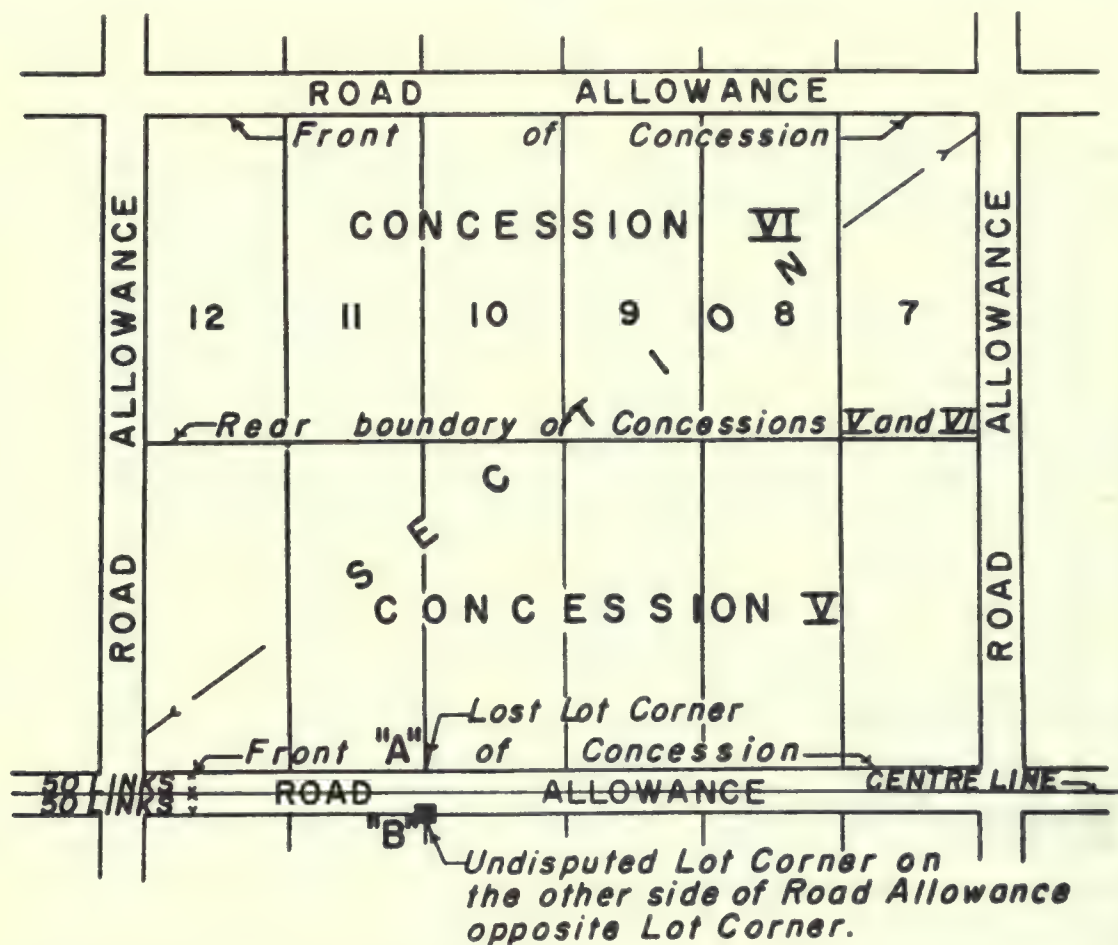
METHOD 88

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is undisputed and no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the undisputed lot corner on the other side of the road allowance opposite the lost corner as intended in the original survey.

3.

SKETCH



Establish lost lot corner A from undisputed lot corner B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 88.

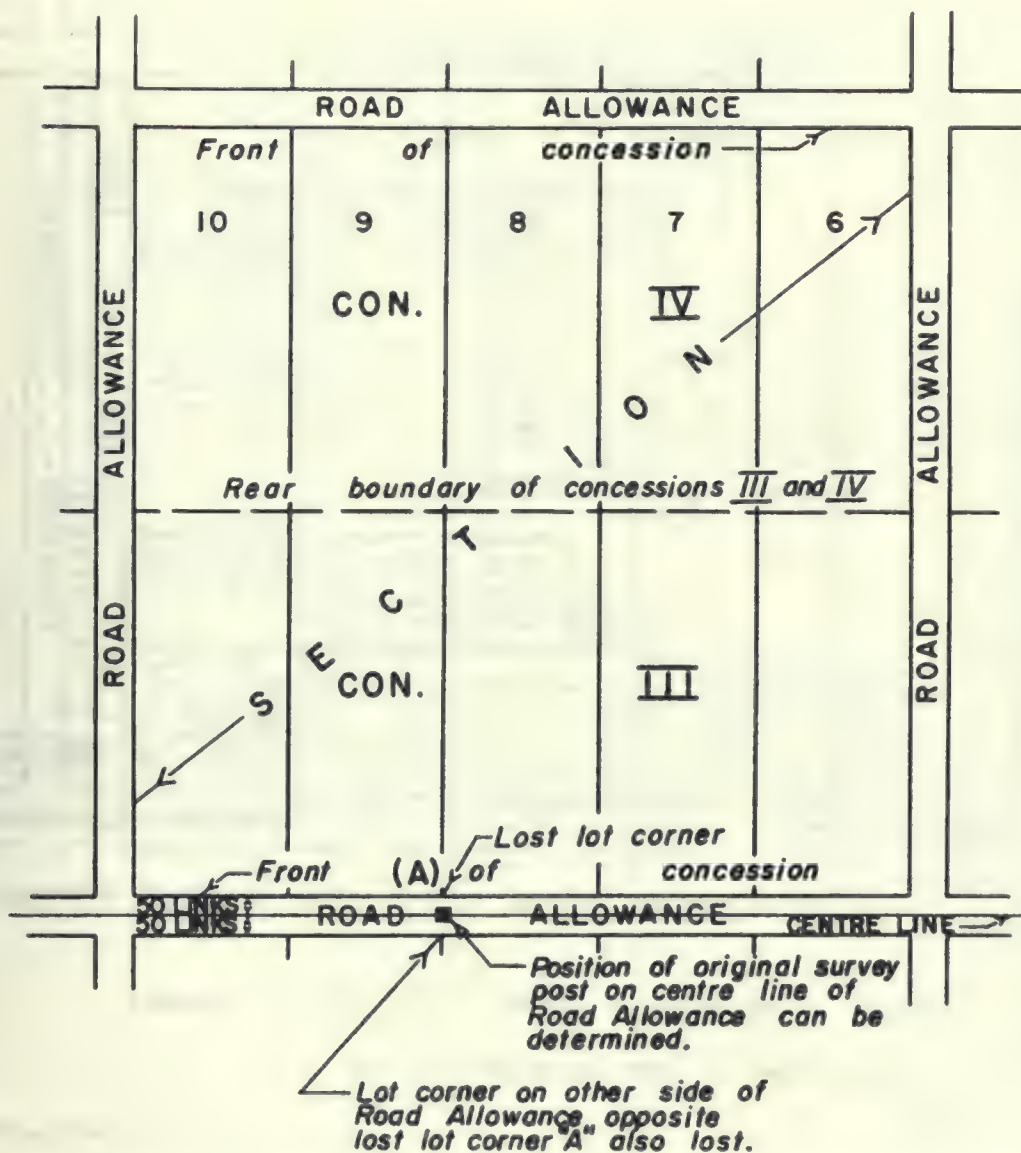
METHOD 89

1. Section 31, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner on the front of the concession in a sectional township with double fronts if the lot corner on the other side of the road allowance on the front of the adjacent concession opposite the lost corner is also lost and the position of the original post on the centre line of the road allowance opposite the lost corner can be determined and no evidence of the lost corner exists.

2. Re-establish the lost lot corner from the position of the original survey post on the centre line of the road allowance opposite the lost corner as intended in the original survey.

3.

SKETCH



Establish lost lot corner from position of the original survey post on the centre line of road allowance as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 89.

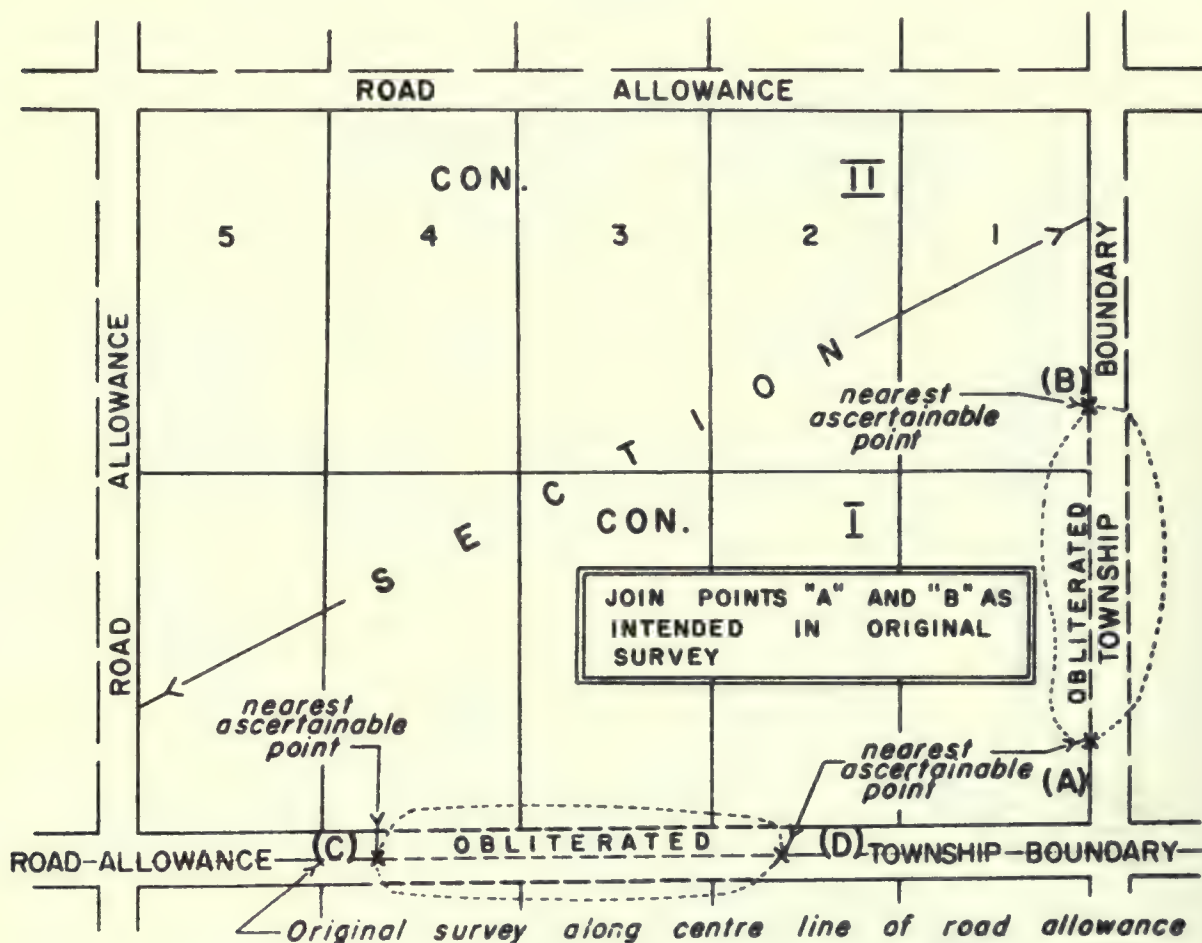
METHOD 90

1. Section 31, subsection 2, paragraph 8, to re-establish an obliterated portion of a township boundary in a sectional township with double fronts and no evidence of the original township boundary exists.

2. Re-establish the obliterated portion of the township boundary by joining the nearest ascertainable points thereof as intended in the original survey.

3.

SKETCH



Join nearest ascertainable points "C" and "D" on centre line as intended in the original survey

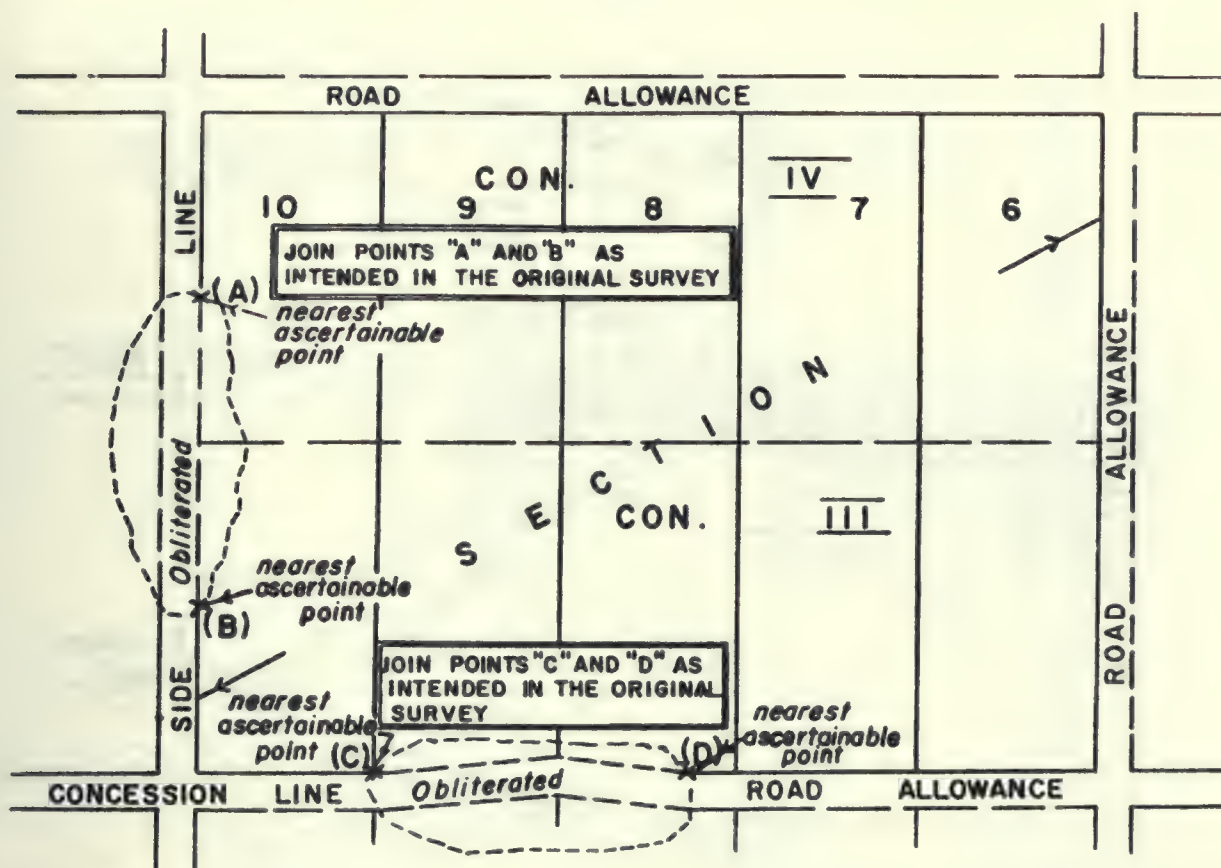
METHOD 91

1. Section 31, subsection 2, paragraph 9, to re-establish an obliterated portion of a concession line or a side line of a section surveyed in the original survey in a sectional township with double fronts and no evidence of the original concession line or side line exists.

2. Re-establish the obliterated portion of the concession line or side line by joining the nearest ascertainable points thereof as intended in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 91.

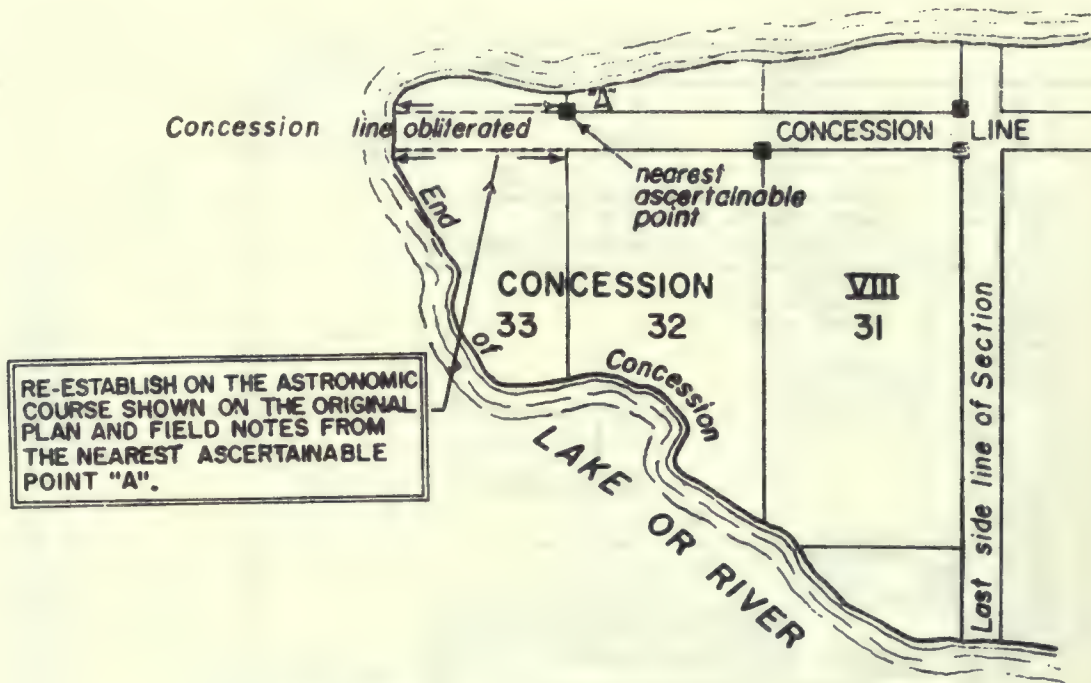
METHOD 92

1. Section 31, subsection 2, paragraph 10, to re-establish a concession line beyond the last side line of a section in a sectional township with double fronts if the concession is broken by a lake or river at its end and the concession line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated concession line on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the concession line in the section in which the concession line is obliterated.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 92.

METHOD 93

1. Section 31, subsection 2, paragraph 11, to re-establish in a concession the side line of a section in a sectional township with double fronts if the concession is wholly or partly broken by a lake or river on its front and the section line was not surveyed across the lake or river and the side line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated side line of the section on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point thereof in the section in which the side line is obliterated.

3.

SKETCH



Re-establish obliterated side line of section A-B from nearest ascertainable point A on the astronomic course shown on the original plan and field notes.

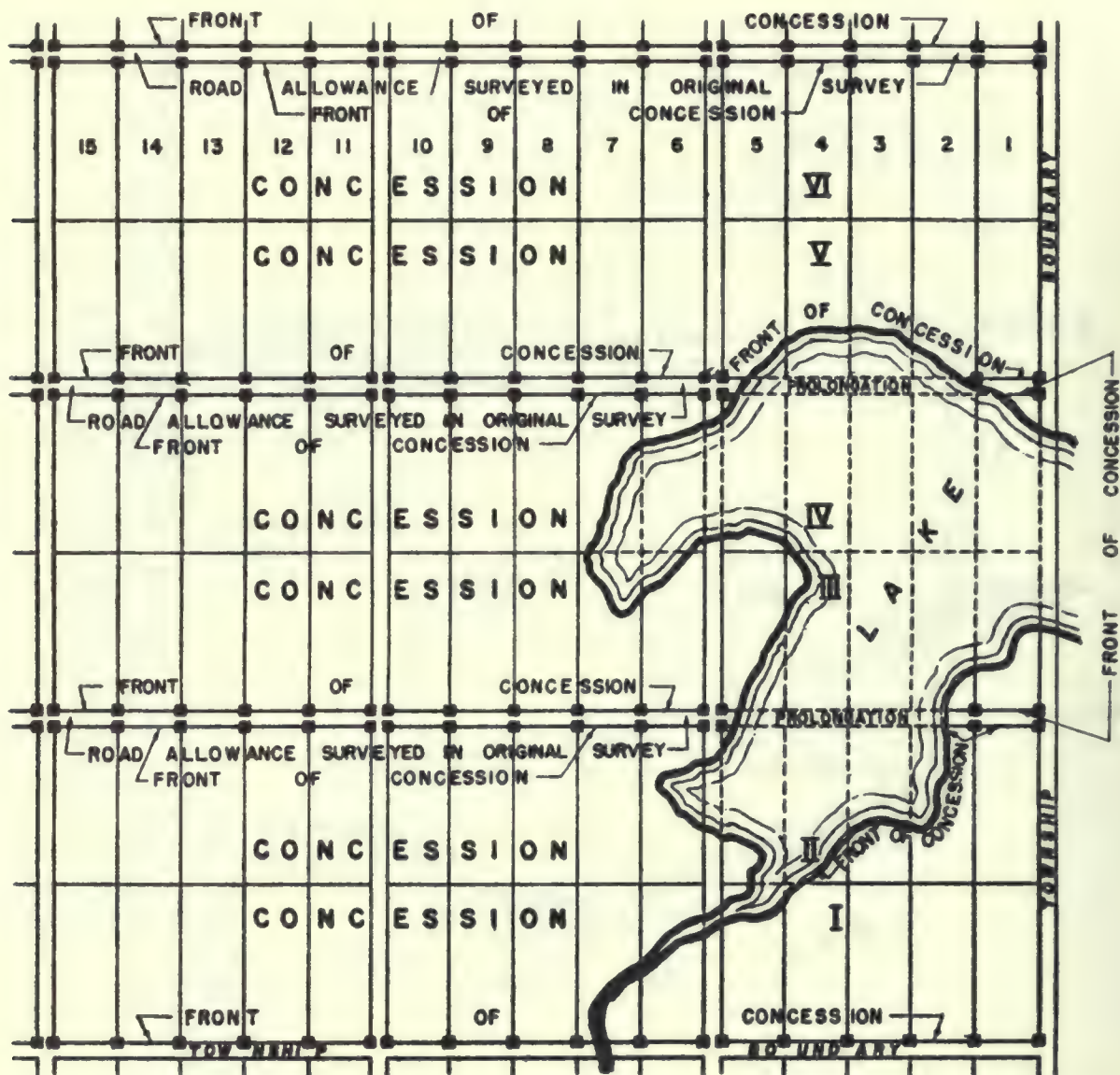
R.R.O. 1980, Reg. 928, Meth. 93.

METHOD 94

1. Section 32, to define the front of a concession in a sectional township with double fronts.
2. The front of a concession in a sectional township with double fronts in the boundary of the concession that abuts the road allowance between two concessions shown on the original plan or, where a concession is broken by a lake or river, the front of the concession is the boundary of the concession that is nearest the prolongation of such road allowance across the lake or river.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 94.

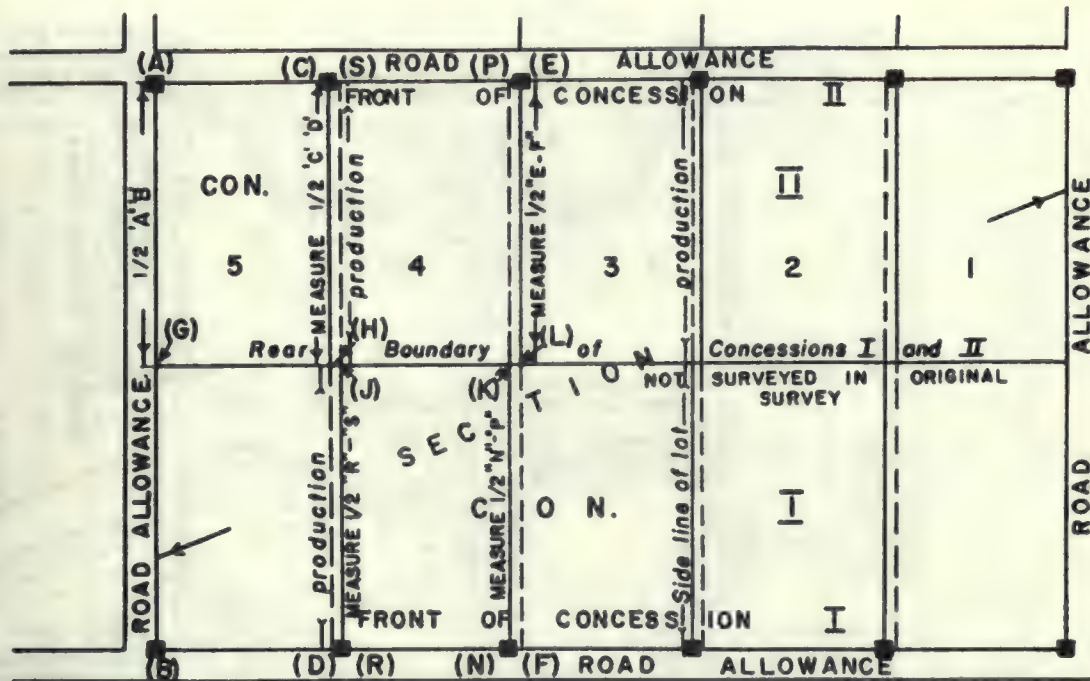
METHOD 95

1. Section 33, paragraph 1, to establish the rear boundary of a concession in a sectional township with double fronts where the two concessions in a section are unbroken by a lake or river on their fronts.

2. Establish the rear boundary of the concessions by joining with straight lines the midway points of the side lines of the lots and their productions through the section if so intended in the original survey.

3.

SKETCH



Establish the rear boundary of concessions 1 and 2 by joining midway points G-H, H-J, J-K and K-L, etc.

R.R.O. 1980, Reg. 928, Meth. 95.

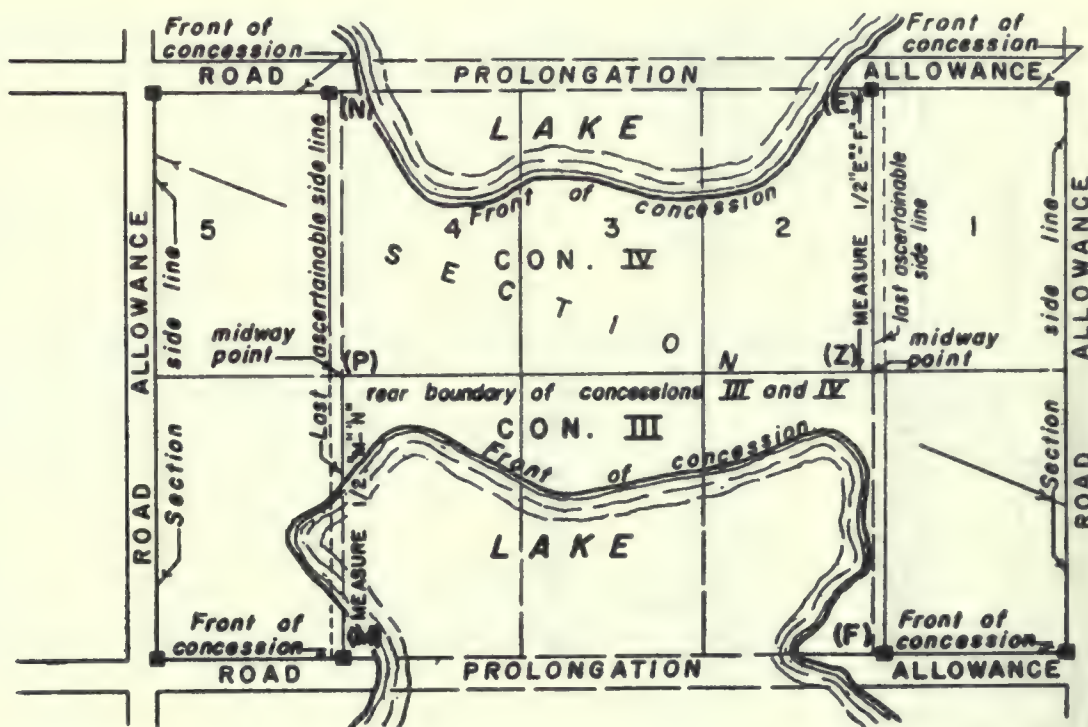
METHOD 96

1. Section 33, paragraph 2, to establish the rear boundary of a concession in a sectional township with double fronts where the two concessions in a section are broken by a lake or river on either or both of their fronts but the fronts of the two concessions are not wholly broken at either or both ends of the section.

2. Establish the rear boundary of the concessions by joining with a straight line the midway points between the fronts of the two concessions on the last ascertainable side line in the section at each end of the broken front if so intended in the original survey.

3.

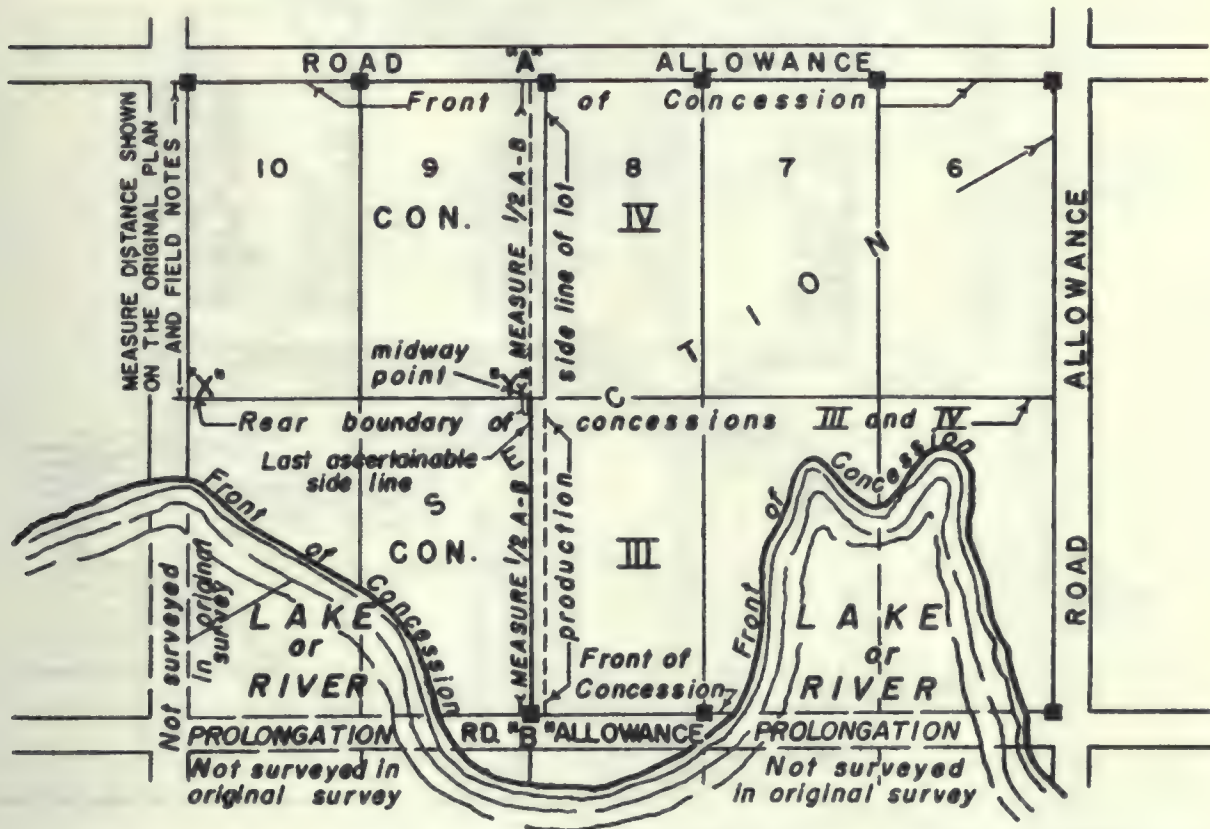
SKETCH



Establish rear boundary of concessions by joining midway points P and Z with a straight line.

R.R.O. 1980, Reg. 928, Meth. 96.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 97.

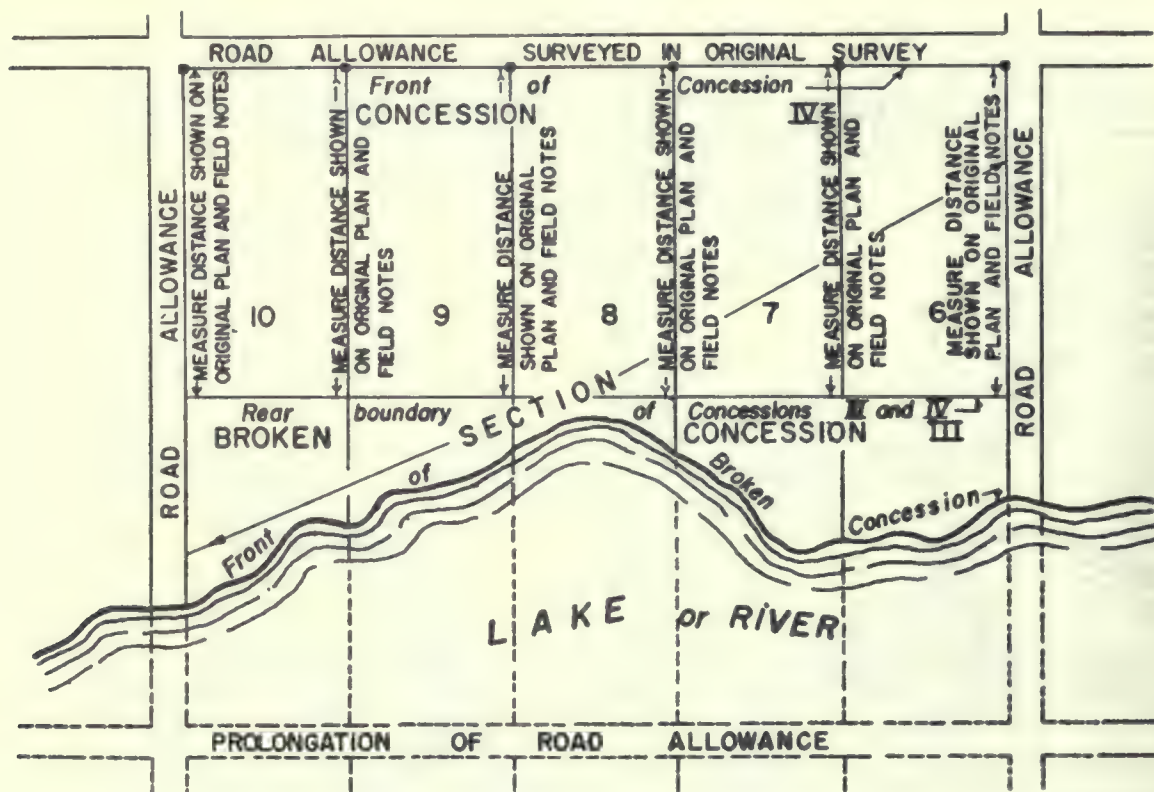
METHOD 98

1. Section 33, paragraph 4, to establish the rear boundary of a concession in a sectional township with double fronts where one of the concessions in a section is wholly broken by a lake or river on its front.

2. Establish the rear boundary of the concessions by measuring the distance shown on the original plan and field notes along the side lines of the lots from the front of the unbroken concession.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 98.

1. Section 33, paragraph 5, to establish the rear boundary of a concession in a sectional township with double fronts where one of the concessions in a section is partly or wholly broken by a lake or river on its front and at either or both ends of the section and the other concession in the section is partly or wholly broken by a lake or river at either or both ends of the section and partly broken on its front.

2. Establish the rear boundary of the concessions on the astronomic course intended in the original survey from a point determined by measuring the distance shown on the original plan and field notes from the unbroken part of the front of such concession along the last ascertainable side line in that concession at the end of the broken front.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 99.

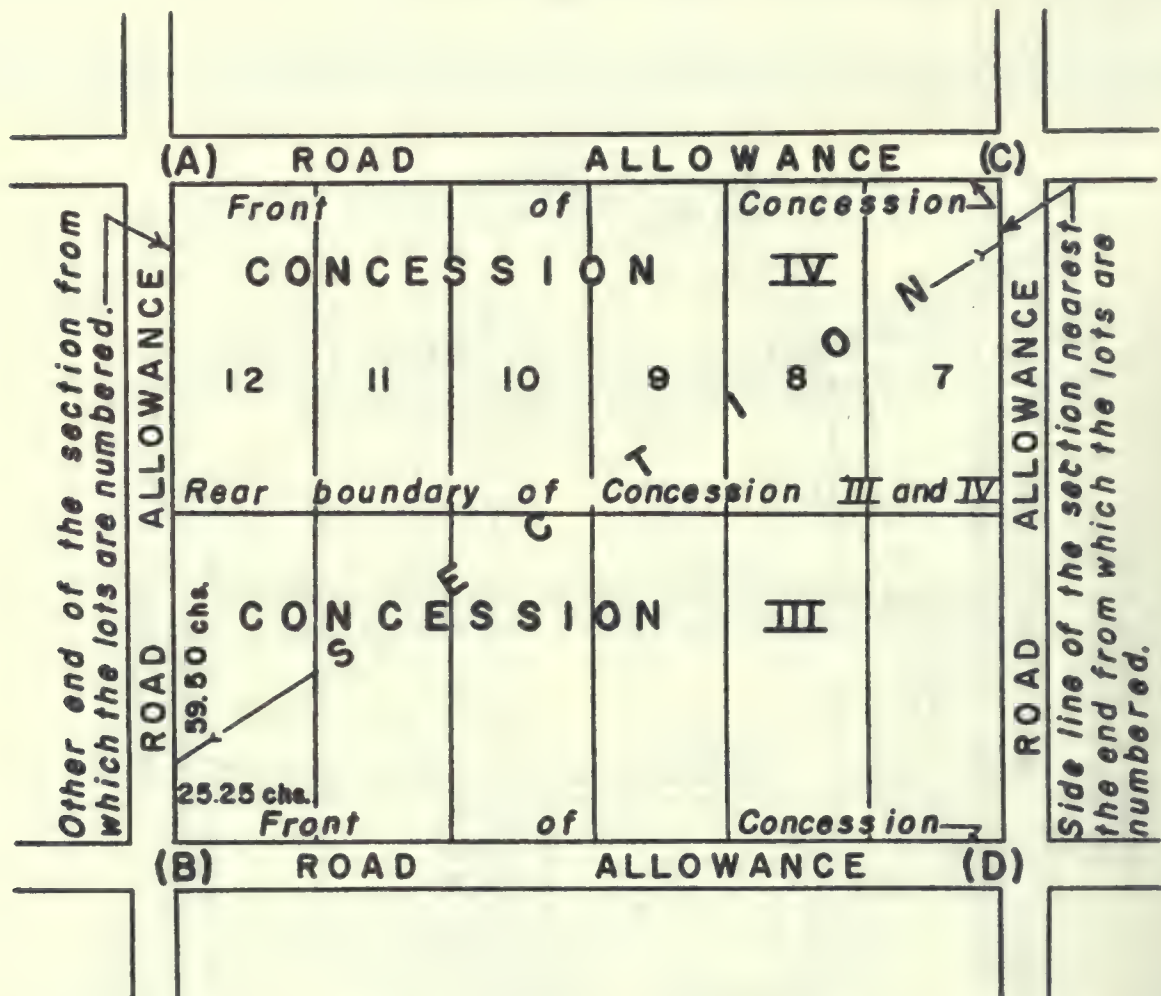
1,000-ACRE SECTIONAL SYSTEM



(ii)

SKETCH

1,800-ACRE SECTIONAL SYSTEM



Establish any side line on the astronomic course shown on the original plan and field notes either for the side line of the section A-B or C-D as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 101.

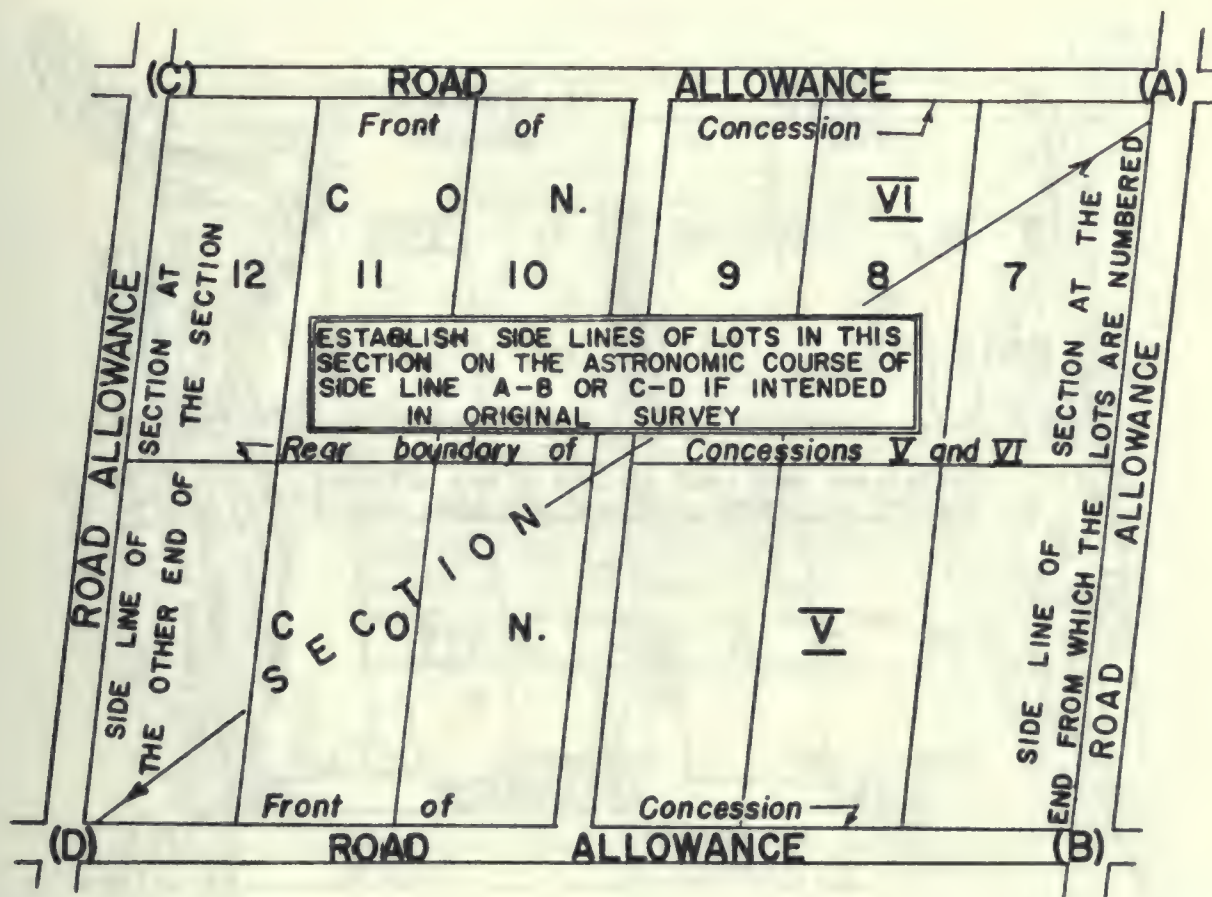
METHOD 102

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side lines of the section in which the lot is located are not broken by a lake or river.

2. If intended in the original survey, establish the side line on the astronomic course of the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered or, if intended in the original survey, on the astronomic course of the side line of the section in which the lot is located at the other end of the section.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 102.

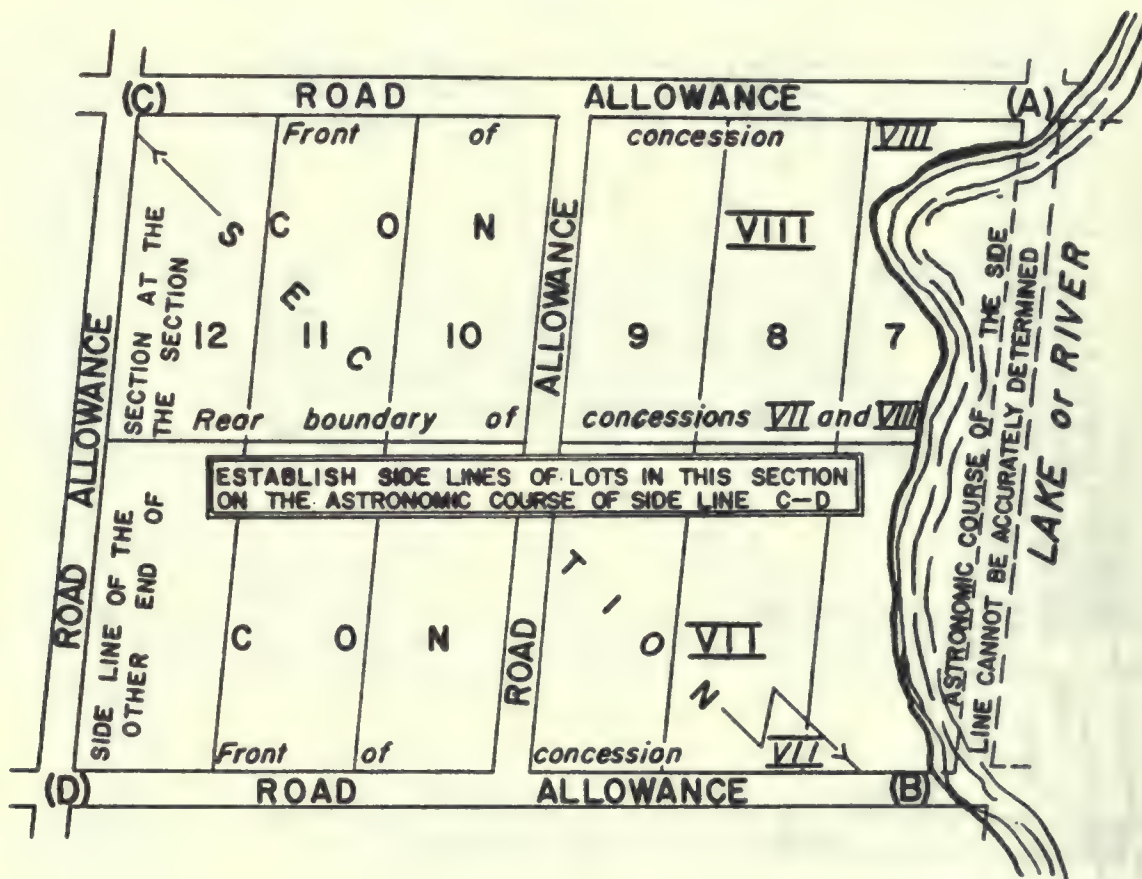
METHOD 103

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side line of the section in which the lot is located at the end of the section from which the lots are numbered is broken by a lake or river to such an extent that the course of the side line cannot accurately be determined.

2. Establish the side line of the lot on the astronomic course of the side line of the section in which the lot is located at the other end of the section if so intended in the original survey.

3.

SKETCH



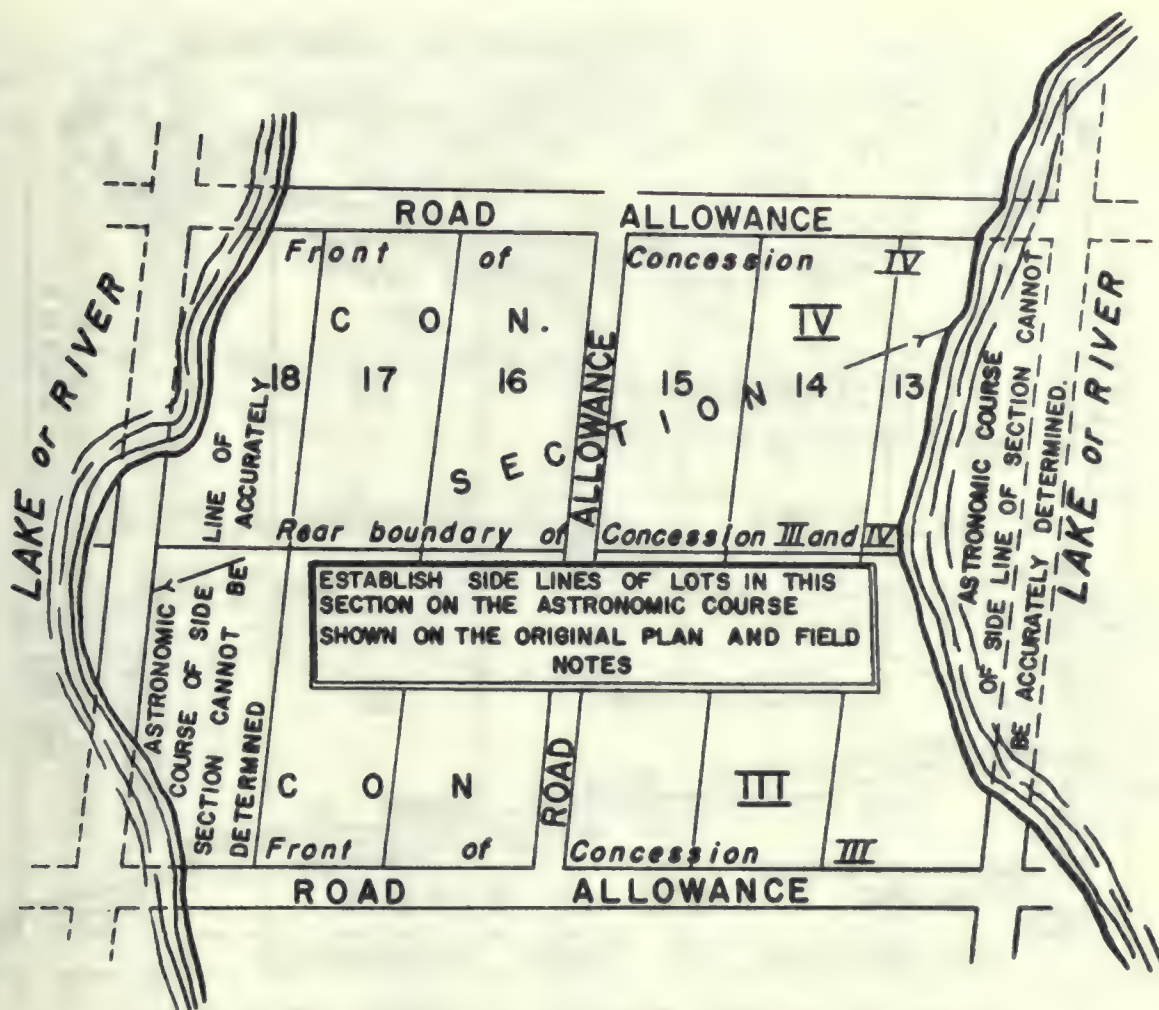
R.R.O. 1980, Reg. 928, Meth. 103.

METHOD 104

1. Section 34, paragraph 2, to establish in a concession in a sectional township with double fronts, other than the townships of Cumming, Idington, O'Brien, Owens and Williamson in the Territorial District of Cochrane and townships surveyed under the 1,000 acre or 1,800 acre sectional system and in the townships of Eastnor, Lindsay and St. Edmunds in the County of Bruce, a side line of a lot that was not surveyed in the original survey where the side lines of the section in which the lot is located and both ends of the section are broken by a lake or river to such an extent that the course of the side lines cannot be accurately determined.

2. Establish the side line of the lot on the astronomic course shown on the original plan and field notes if so intended in the original survey.

3. SKETCH



R.R.O. 1980, Reg. 928, Meth. 104.

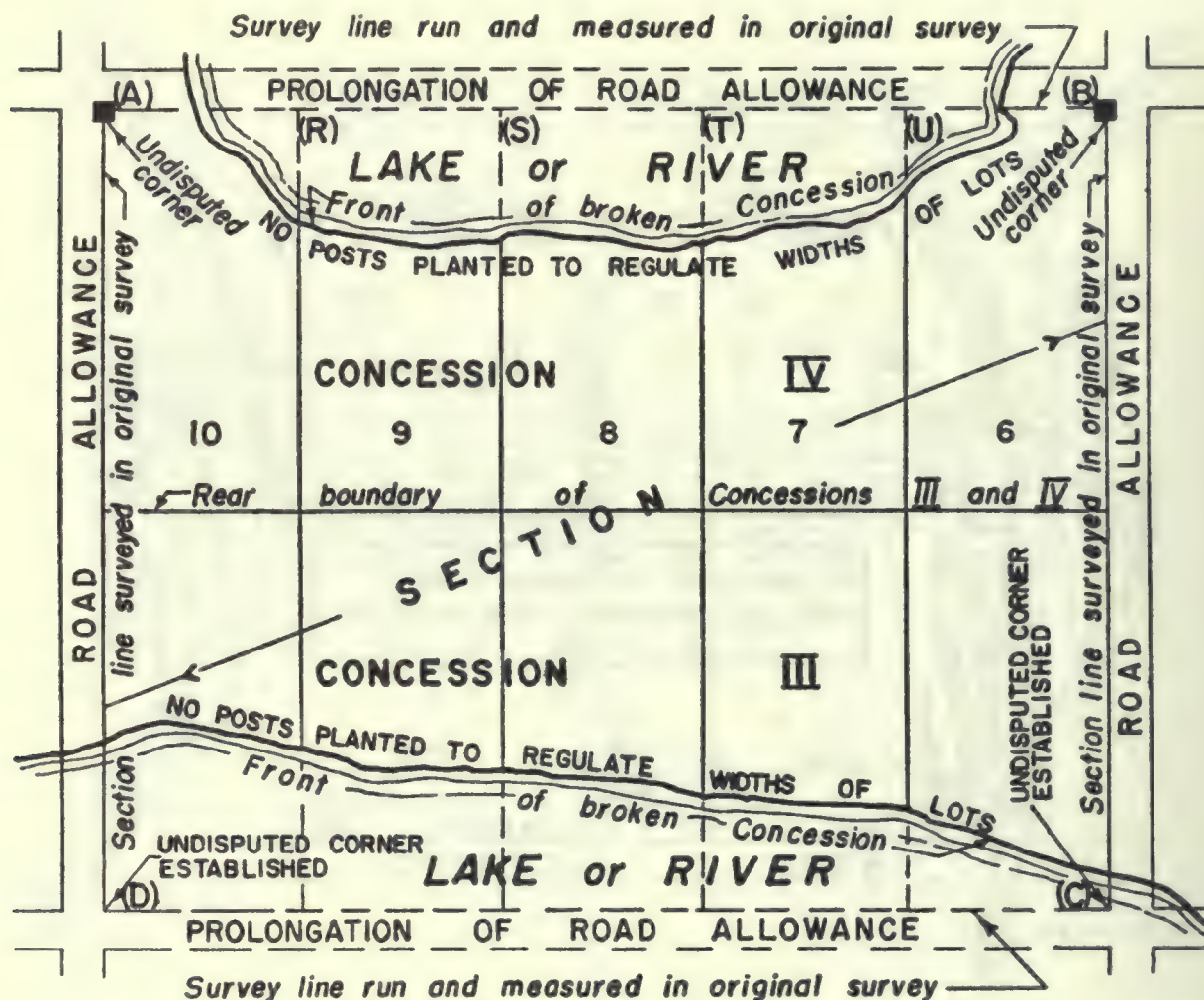
METHOD 105

1. Section 34, paragraph 3, to establish in a concession in a section the side line of a broken lot in a sectional township with double fronts that was surveyed in the original survey where the fronts of either or both the concessions in the section are partly or wholly broken by a lake or river and no posts were planted on the bank of the lake or river in the original survey to regulate the widths in front of the broken lots and the original plan and field notes show that a survey line was run across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from points on the section boundary established in the original survey fronting each concession determined by dividing proportionately as intended in the original survey the distance between the two nearest undisputed lot corners in the section, one being on either side of the side line of the broken lot to be established.

3.

SKETCH



Establish lot lines in concession IV from points R-S-T-U determined by dividing the distance between undisputed corners A and B proportionately as intended in the original survey.

Establish lot lines in concession III by proportional division between established corners D and C as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 105.

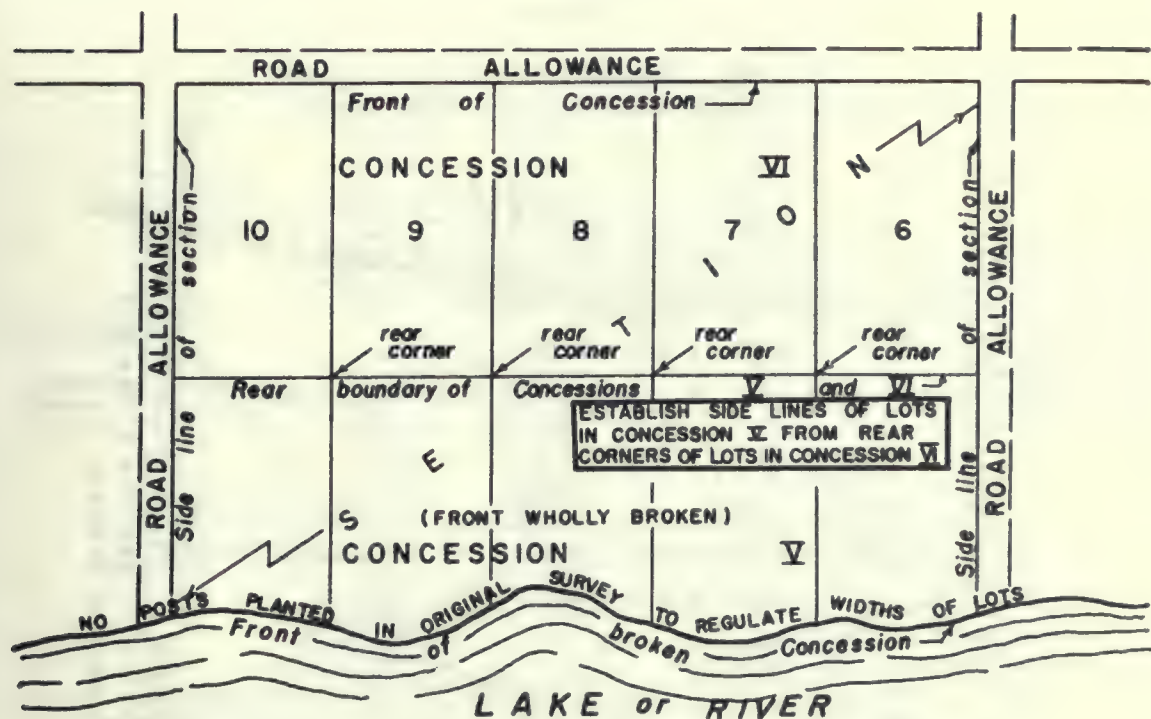
METHOD 106

1. Section 34, paragraph 4, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is wholly broken by a lake or river on its front and no posts were planted on the bank of the lake or river to regulate the widths of the broken lots in front and no survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of the broken lots in such concession from the rear corners of the lots in the concession to the rear thereof.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 106.

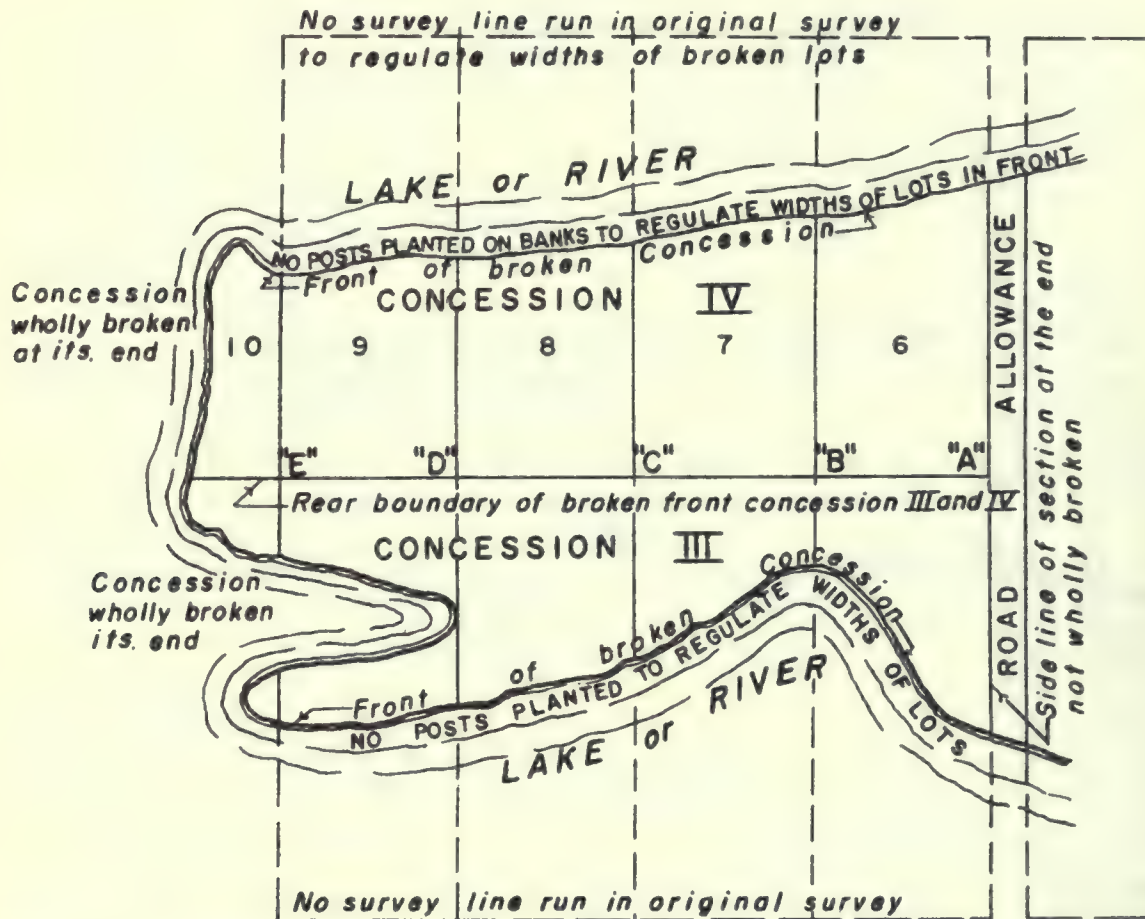
METHOD 107

1. Section 34, paragraph 5, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where both concessions in a section are wholly broken on their fronts and wholly broken at one end by a lake or river and no posts were planted in the original survey on the banks of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of the broken lots from points on the rear boundary of the concessions in the section determined by measuring along the rear concession line the distance intended in the original survey from the section limit at the end of the section that is not wholly broken.

3.

SKETCH



LAKE or RIVER

REGULATE WIDTHS OF LOTS IN FRONT

NO POSTS PLANTED ON BANKS TO REGULATE
Concession

Concession
wholly broken
at its end |

4 Front

CONCESSION

1

•

9

7

E

4

"D"

12

18

00 00
A

Rear boundary of broken front concession III and IV

CONCESSION

Concession
wholly broken
its end

-Front

NO POS S LAKE or

Concession
WIDE

ER
HS
ER

No survey line run in original survey

ALLOWANCE

Side line of section at the end
not wholly broken

Establish side lines of broken lots from points B-C-D-E on rear boundary determined by measuring distance intended in the original survey from section limit at point A.

R.R.O. 1980, Reg. 928, Meth. 107.

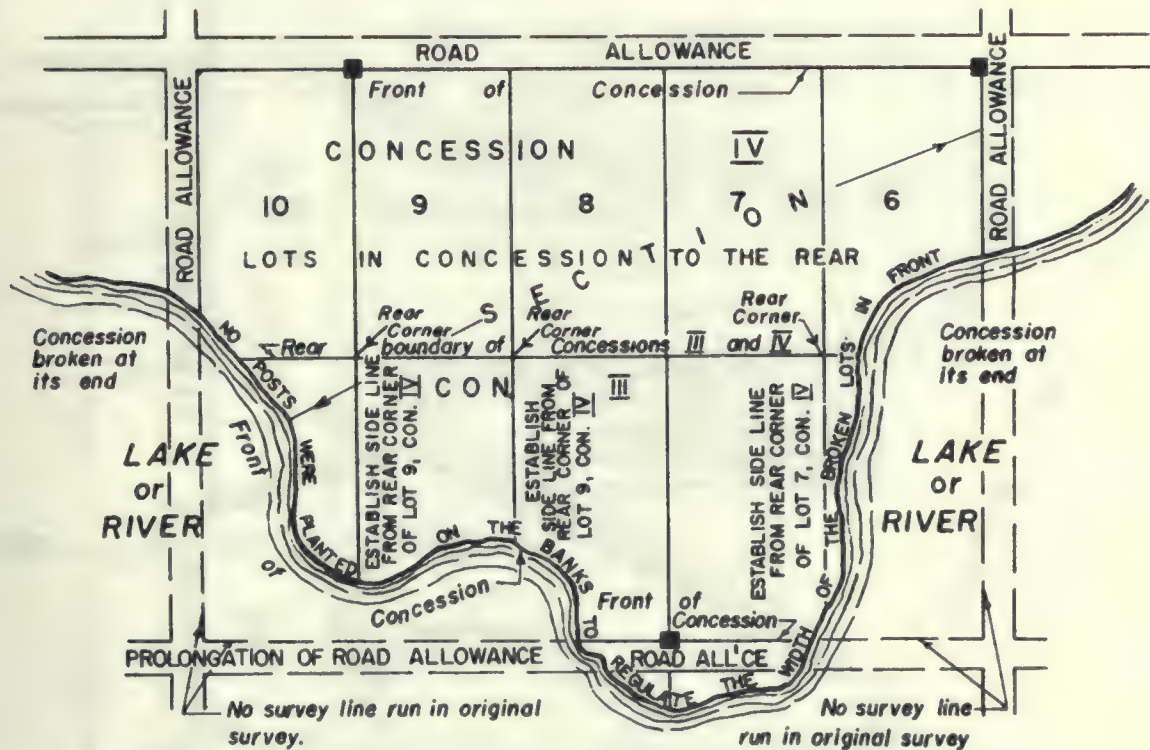
METHOD 108

1. Section 34, paragraph 6, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is broken at either end but not wholly broken on its front by a lake or river and no posts were planted in the original survey on the banks of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey across the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from the rear corners of the lots of the concession to the rear of the concession in which such broken lots are located.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 108.

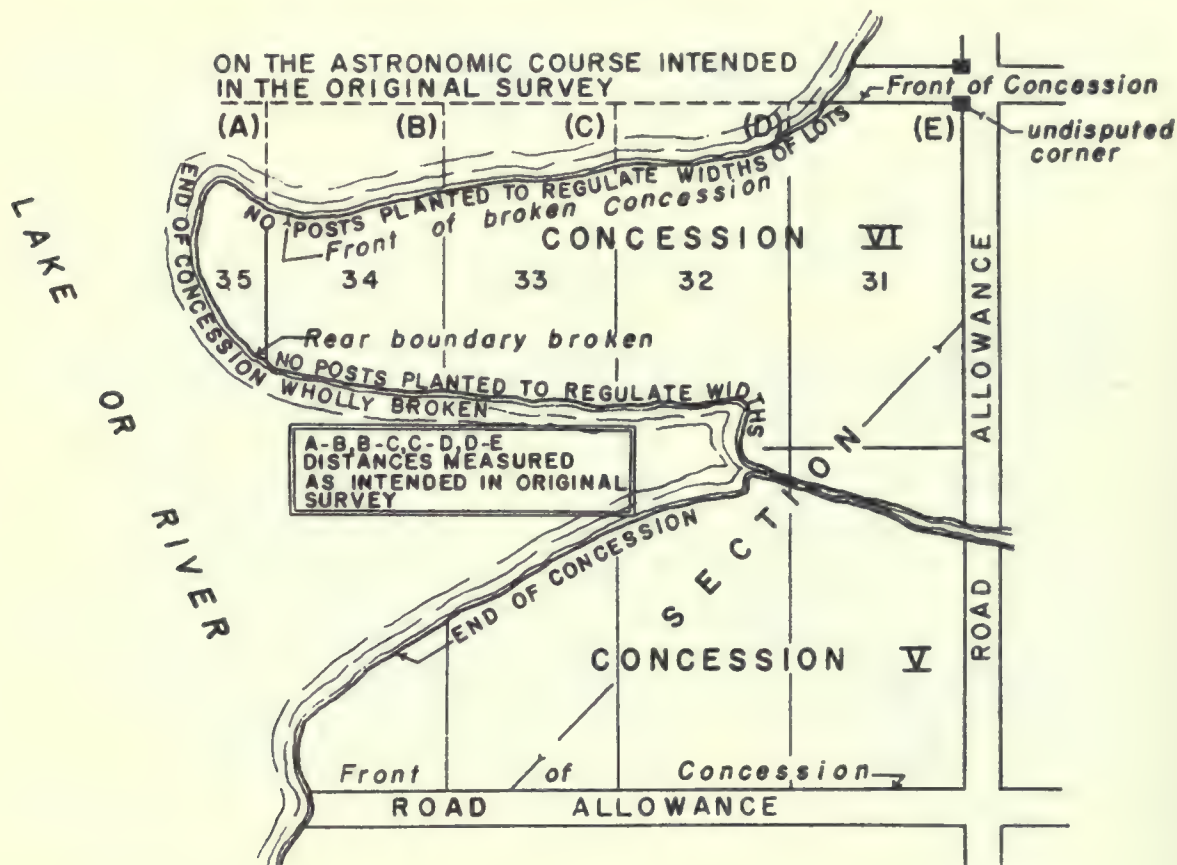
METHOD 109

1. Section 34, paragraph 7, to establish in a concession in a section the side lines of broken lots in a sectional township with double fronts that were not surveyed in the original survey where one of the concessions in a section is broken at its end and also on its front and rear boundaries by a lake or river and no posts were planted on the banks of the lake or river to regulate the widths in front of the broken lots.

2. Establish the side lines of such broken lots from points determined by measuring the distance intended in the original survey from the nearest undisputed corner on the front of the concession along the astronomic course intended in the original survey for the front of the concession.

3.

SKETCH



Establish side lines of broken lots in concession VI from points A, B, C, D determined by measuring distance intended in the original survey from undisputed corner E along astronomic course of front line of concession A-E as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 109.

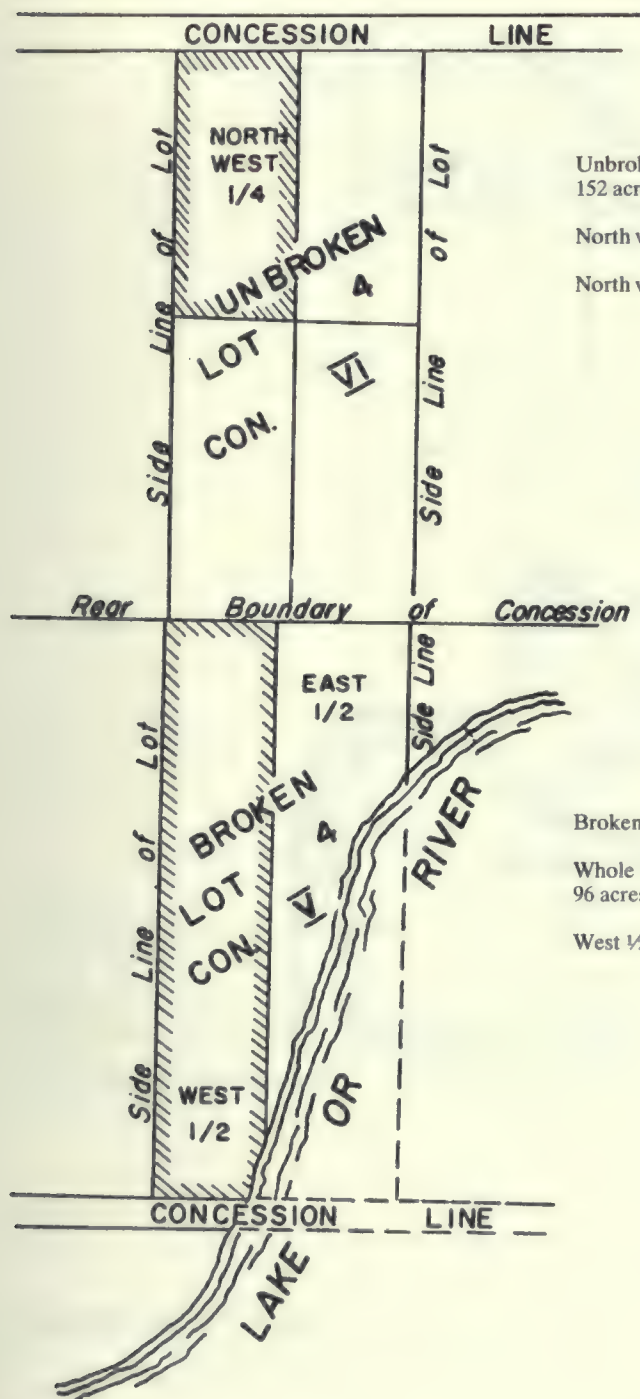
METHOD 110

1. Section 35, subsection 1, to define the aliquot part of any lot in a sectional township with double fronts if the lot or any part of the lot was patented before March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area of the aliquot part expressed in any grant or other instrument intended to describe the part.

3.

SKETCH



Unbroken lot 4, concession VI, patented before March 24, 1911. Area by survey, 152 acres.

North west 1/4 described in grant as 37.5 acres.

North west 1/4 shall be determined by survey as $\frac{152}{4} = 38$ acres.

Broken lot 4, concession V, patented before March 24, 1911.

Whole lot described in grant as having area of 90 acres. Area of lot by survey, 96 acres.

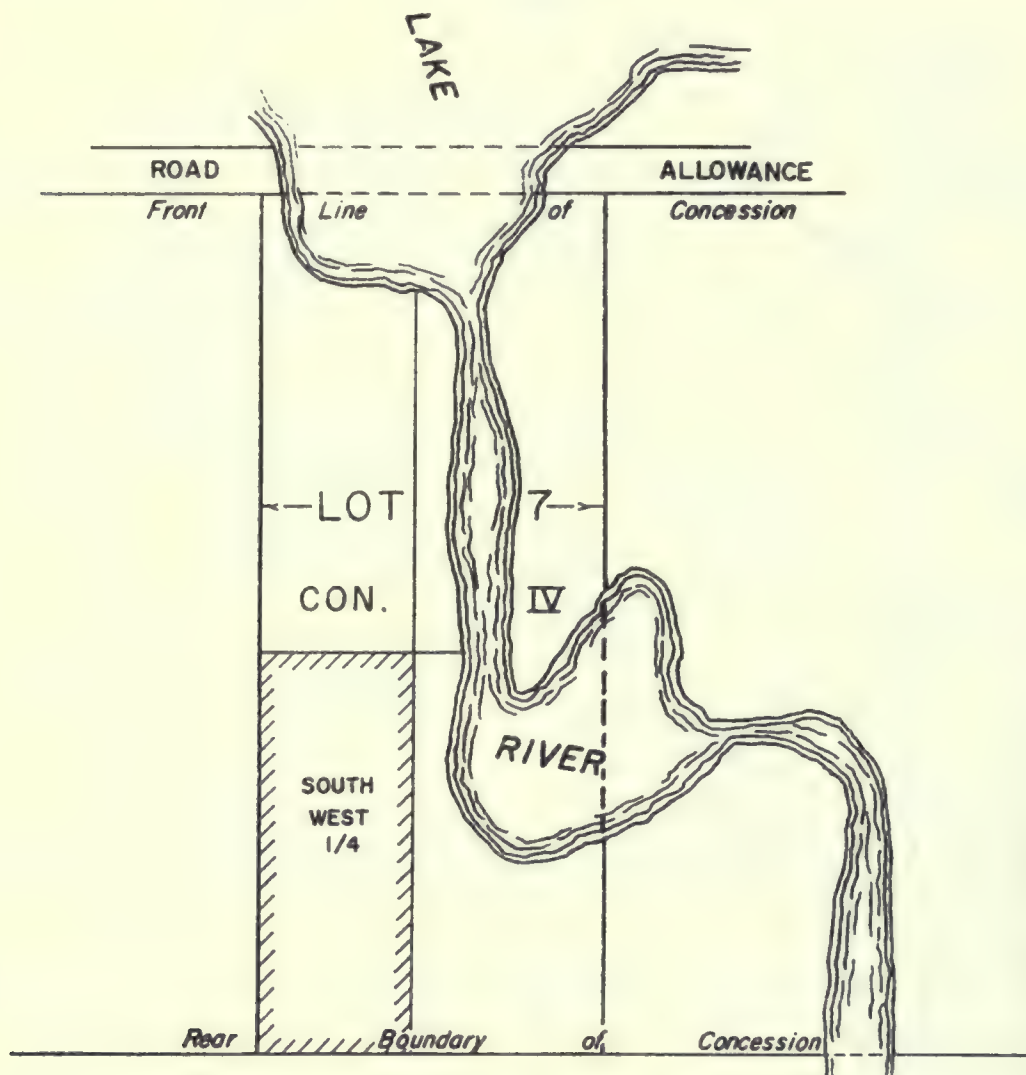
West 1/2 of lot shall be determined by survey as 48 acres.

METHOD 111

1. Section 35, subsection 2, to define any aliquot part of a broken lot in a sectional township with double fronts where the whole or any part of the broken lot was patented on or after the 24th day of March, 1911.

2. Any aliquot part of such broken lot is the aliquot part of the area of the lot whether the area of the aliquot part so determined by survey is more or less than the area expressed in any grant or other instrument intended to describe the part.

3. SKETCH



NOTE: Broken Lot 7, Concession IV, patented on or after March 24, 1911.

Total area of lot by survey, 72 acres.

Area of lot described in grant, 80 acres.

South west $\frac{1}{4}$ of lot shall be determined as $\frac{72}{4} = 18$ acres.

R.R.O. 1980, Reg. 928, Meth. 111.

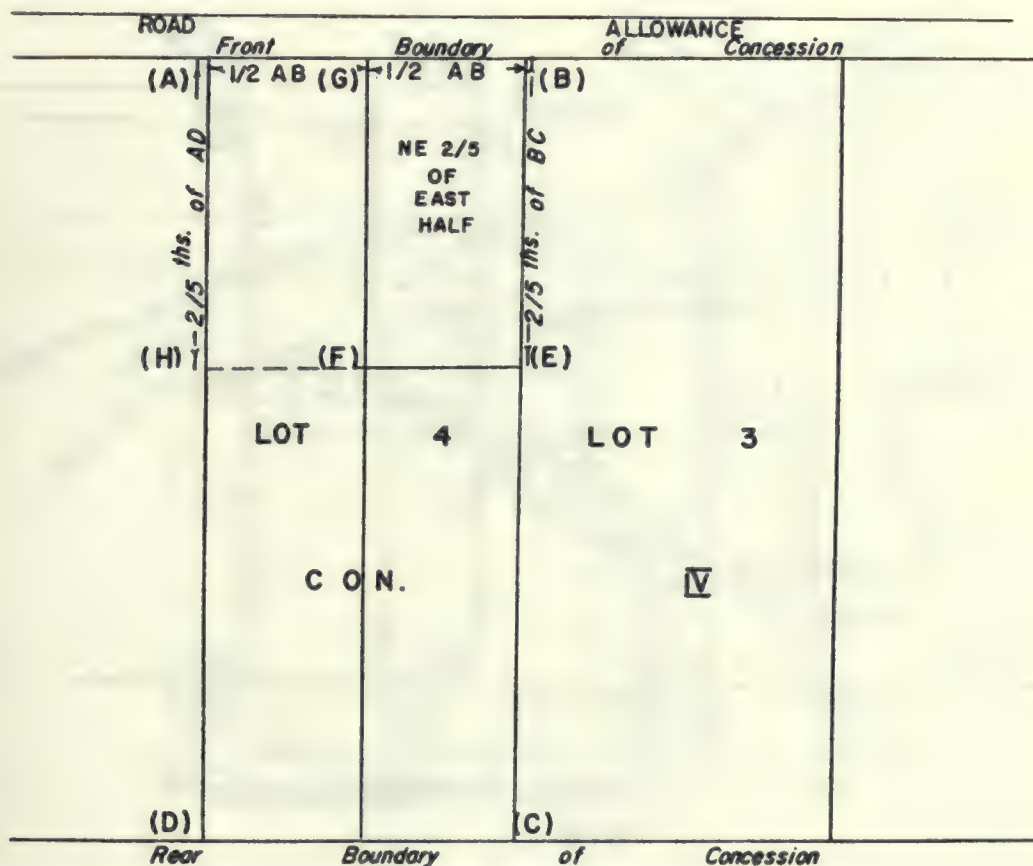
METHOD 112

1. Section 35, subsection 3, to define any aliquot part of any unbroken lot in a sectional township with double fronts where the whole or any part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the frontage or depth of the lot whether the area of the aliquot part so determined by survey is more or less than the area expressed in any grant or other instrument intended to describe the part.

3.

SKETCH



NOTE: North east $\frac{2}{5}$ of east half of unbroken Lot 4, Concession IV, patented on or after March 24, 1911.

Determine aliquot part by survey as follows:

Divide frontage of Lot A-B into two equal parts. Survey line G-F on same astronomic course as side line B-C or A-D not surveyed in the original survey. Divide depth on both side lines of lot so B-E equals $\frac{2}{5}$ of B-C and A-H is $\frac{2}{5}$ of A-D. Join H-E.

R.R.O. 1980, Reg. 928, Meth. 112.

3. SKETCH



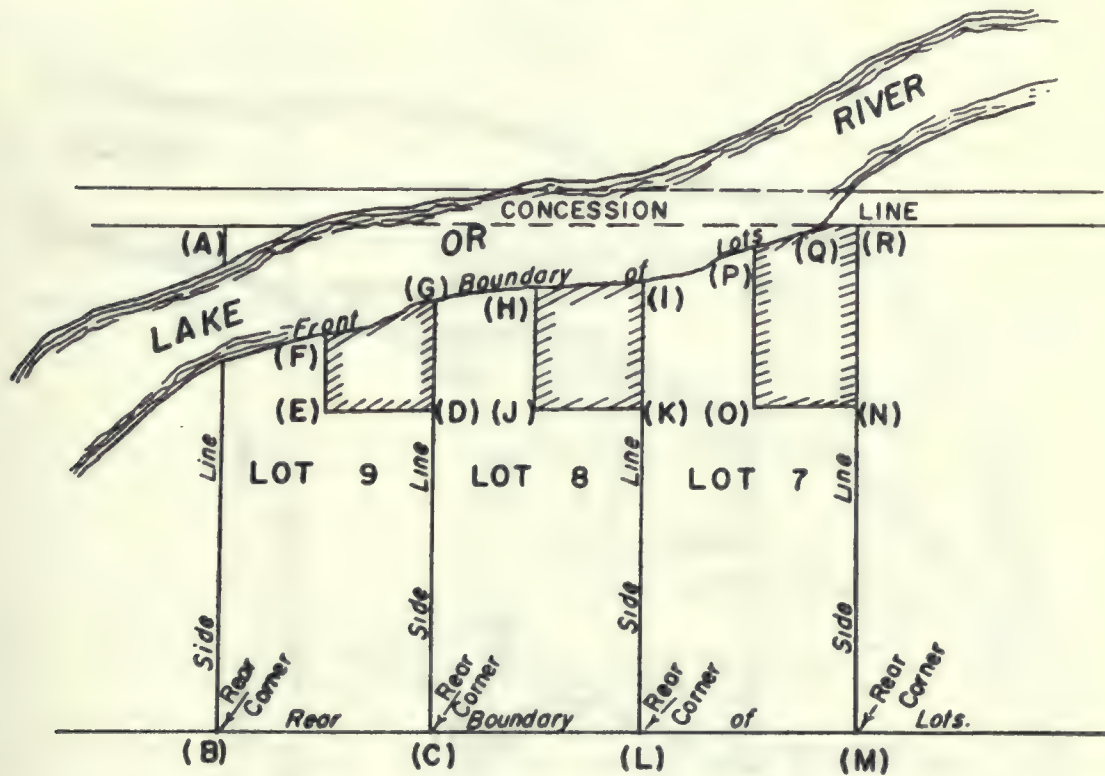
METHOD 114

1. Section 35, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with double fronts if the rear boundary of the lot is unbroken at either of its ends and the front boundary is broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3.

SKETCH



NOTE

Lot 7 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part O-P-Q-R-N to be surveyed as follows:

O-P on the same astronomic course as side line R-M or I-L not surveyed in the original survey.

N-O parallel to a straight line joining the rear corners L and M of the lot.

Lot 9 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part D-E-F-G to be surveyed as follows:

E-F on the same astronomic course as side line A-B or G-C not surveyed in the original survey.

E-D parallel to a straight line joining the rear corners B and C of the lot.

R.R.O. 1980, Reg. 928, Meth. 114.

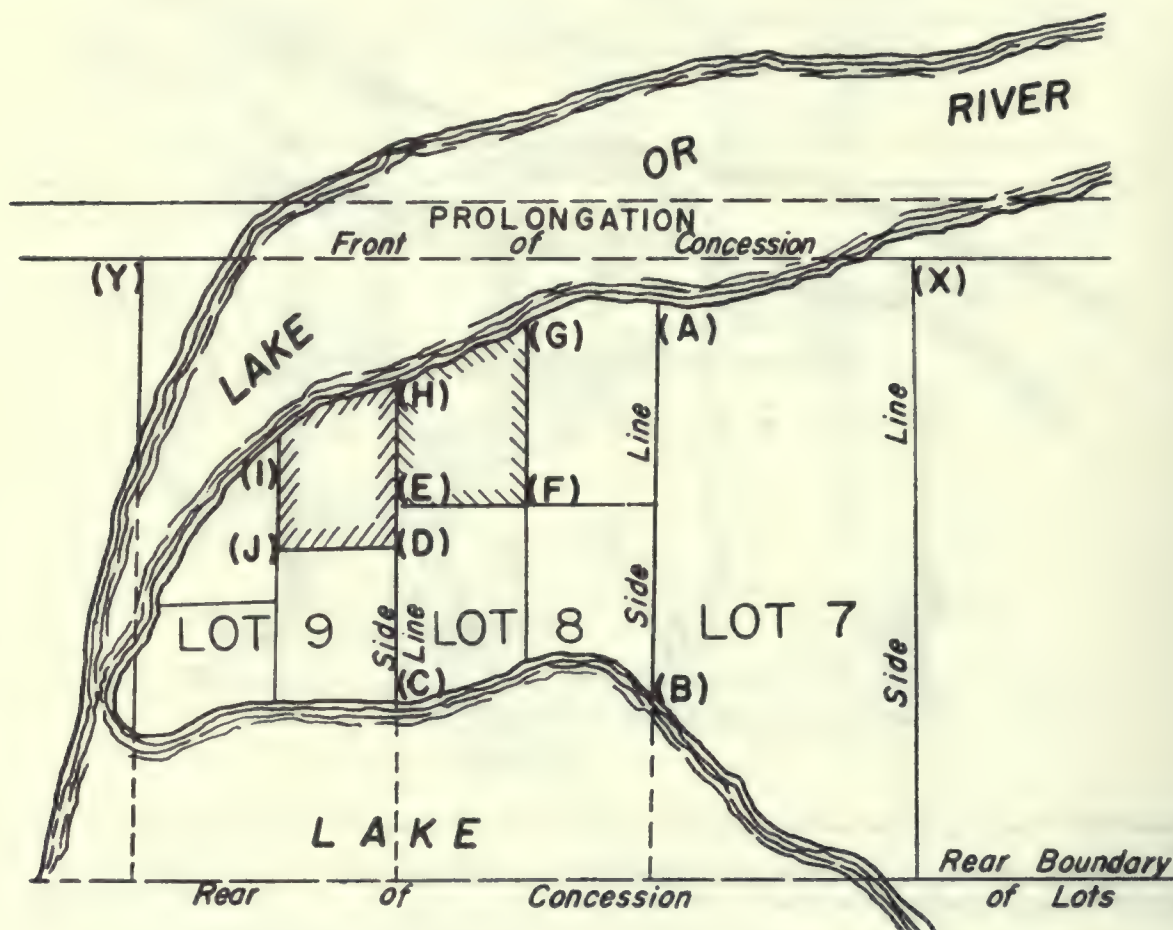
METHOD 115

1. Section 35, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with double fronts if both the front and rear boundaries of the lot are broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front boundary of the concession as shown on the original plan and field notes, as the case may be, but, if the course is not shown on the original plan and field notes of such boundary, on the astronomic course intended for the front boundary of the concession in the section in which the lot is located.

3.

SKETCH



NOTE

In broken Lot 8 an aliquot part was patented before March 24, 1911, but not surveyed before July 1, 1944. Boundaries of aliquot part H-E-F-G to be surveyed as follows:

G-F on the same astronomic course as side line H-C or A-B not surveyed in the original survey.

E-F on the same astronomic course as the front of the concession X-Y as shown on the original plan and field notes or, if not shown, then as intended in the original survey.

Broken Lot 9 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part I-J-D-H to be surveyed as follows:

I-J on the same astronomic course as side line H-C or A-B not surveyed in the original survey.

J-D on the same astronomic course as the front of the concession X-Y as shown on the original plan and field notes or, if not shown, then as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 115.

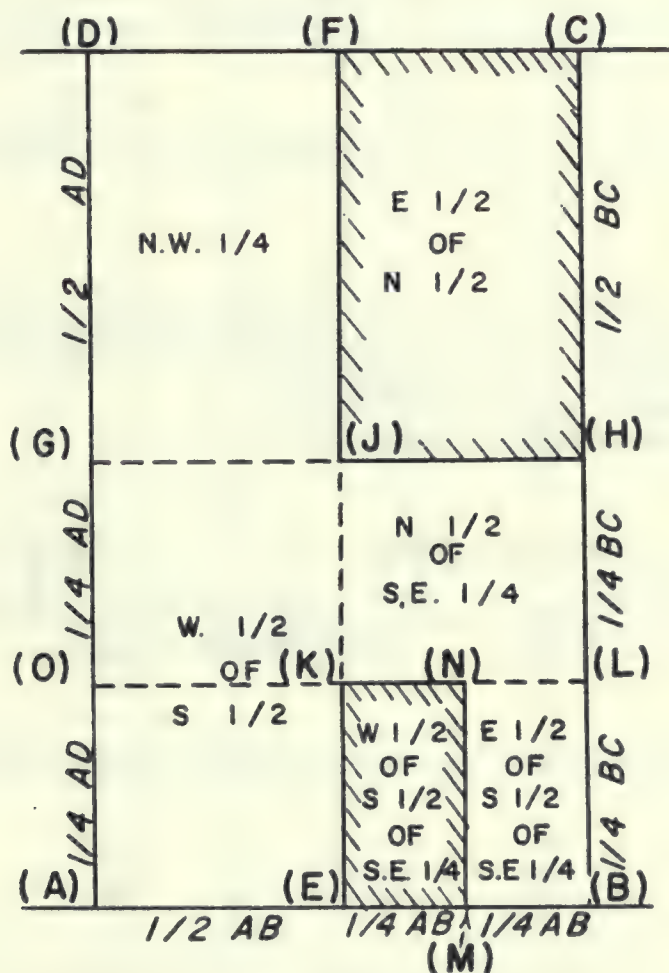
METHOD 116

1. Section 35, subsection 5, to survey the boundaries of an aliquot part of any unbroken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with double fronts.

2. Survey the unsurveyed boundaries on the same astronomic course of a side line not surveyed in the original survey from points on the front boundary of the lot determined by dividing the measurement between the front corners equally or by joining with straight lines points on the side lines of the lots determined by dividing the measurement between the front and rear corners of the lot equally without regard to the manner in which the aliquot part is described in any grant or other instrument.

3.

SKETCH



NOTE

All aliquot divisions of width shall be surveyed along the front of a lot.

All aliquot divisions of depth shall be surveyed along both side lines of a lot.

EXAMPLES

The boundaries of the north east $\frac{1}{4}$ of the lot or the east $\frac{1}{2}$ of the north $\frac{1}{2}$ shall be surveyed as follows:

F-J on the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division points E on the front of the lot.

J-H on a straight line joining the equal division points H and G on the side lines of the lot.

The boundaries of the west $\frac{1}{2}$ of the south $\frac{1}{2}$ of the south east $\frac{1}{4}$ of the lot shall be surveyed as follows:

E-K and N-M on the same astronomic course of a side line of a lot not surveyed in the original survey from equal division points E and M, respectively, on the front of the lot.

K-N on a straight line joining the equal division points L and O on the side lines of the lot.

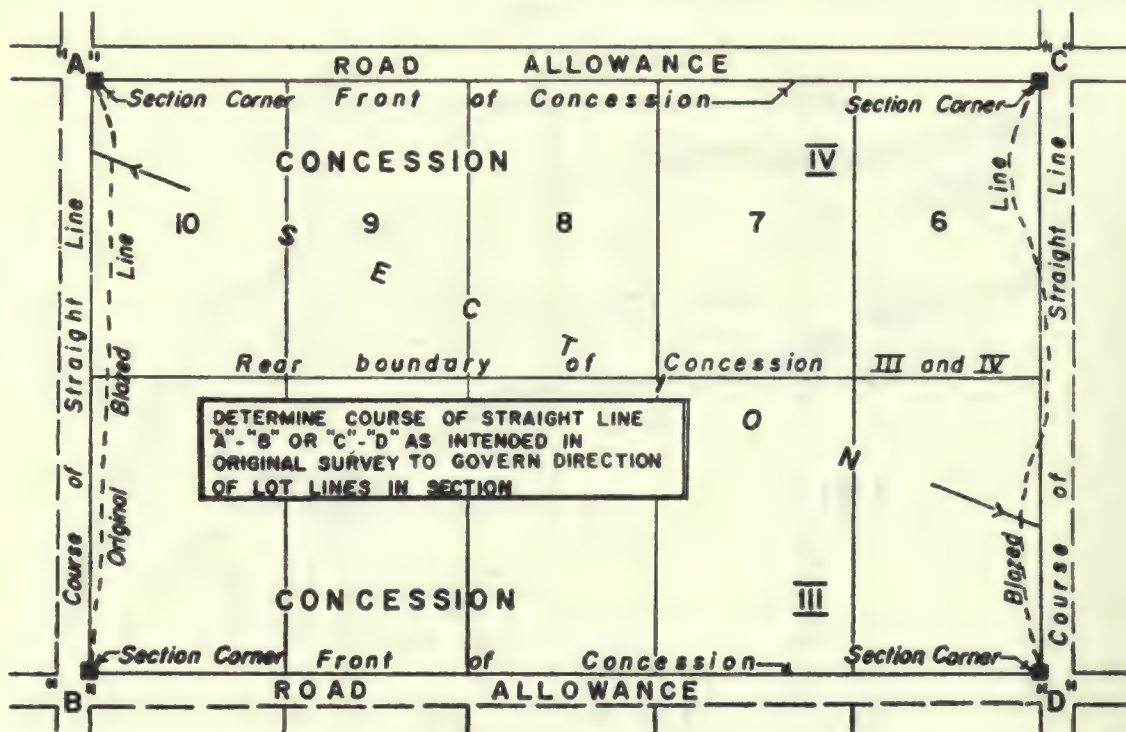
METHOD 117

1. Section 36, to establish the course of a boundary line of a section in a sectional township with double fronts for the purpose of surveying a side line of a lot.

2. Determine the course of the straight line joining the section corners along the boundary intended to govern the direction of the lot lines in the original survey.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 117.

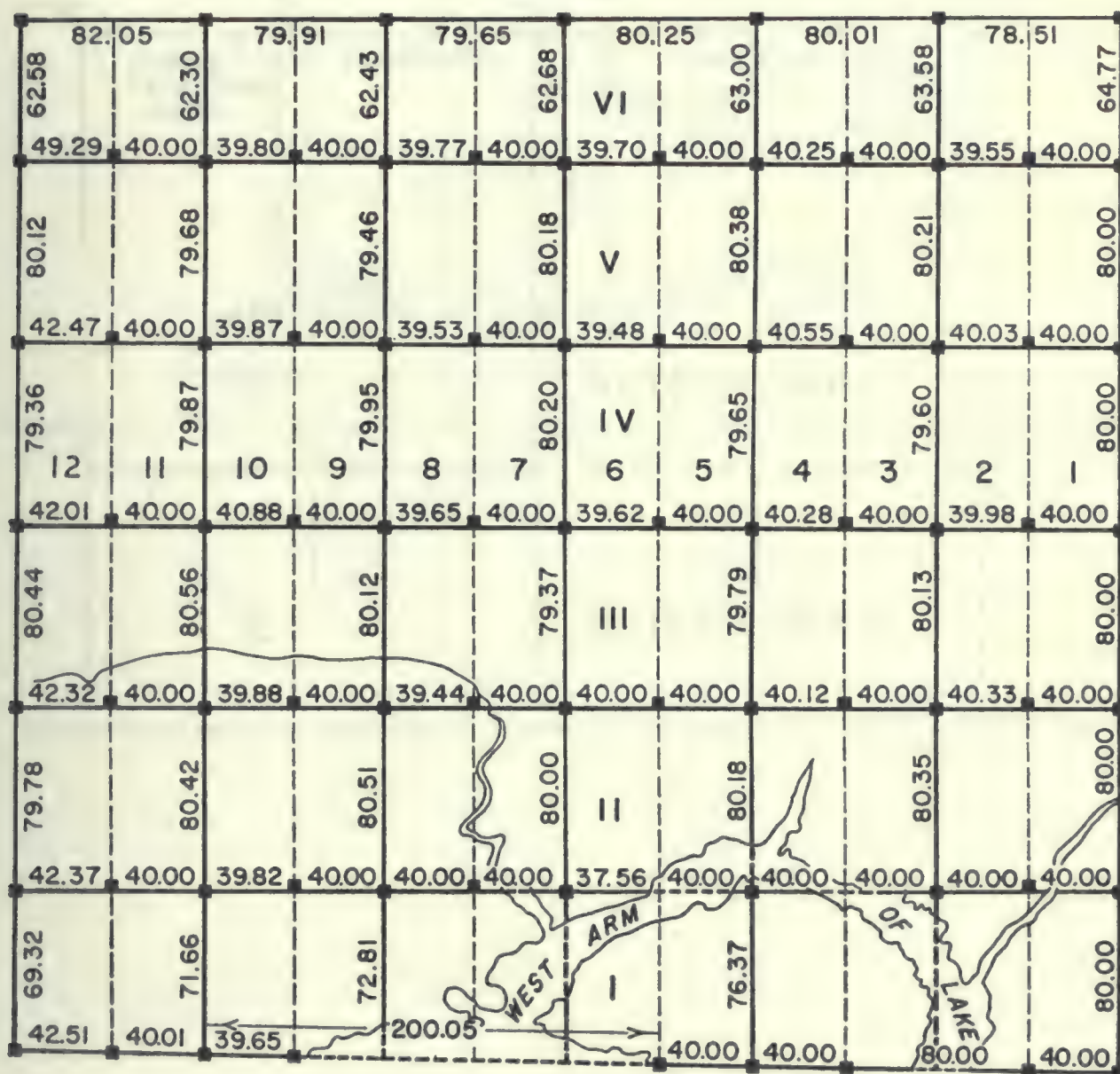
PART VI SECTIONAL TOWNSHIPS WITH SINGLE FRONTS

METHOD 118

1. Section 37, subsection 1, a "sectional township with single fronts" means a township divided into sections and lots where the usual practice in the original survey was to survey the township boundaries, concession lines and side lines of the sections and establish the front corners of the lots and the section corners.

2.

SKETCH



Heavy lines (—) indicate lines surveyed.

Squares (■) show section and lot corners established but not always posted.

R.R.O. 1980, Reg. 928, Meth. 118.

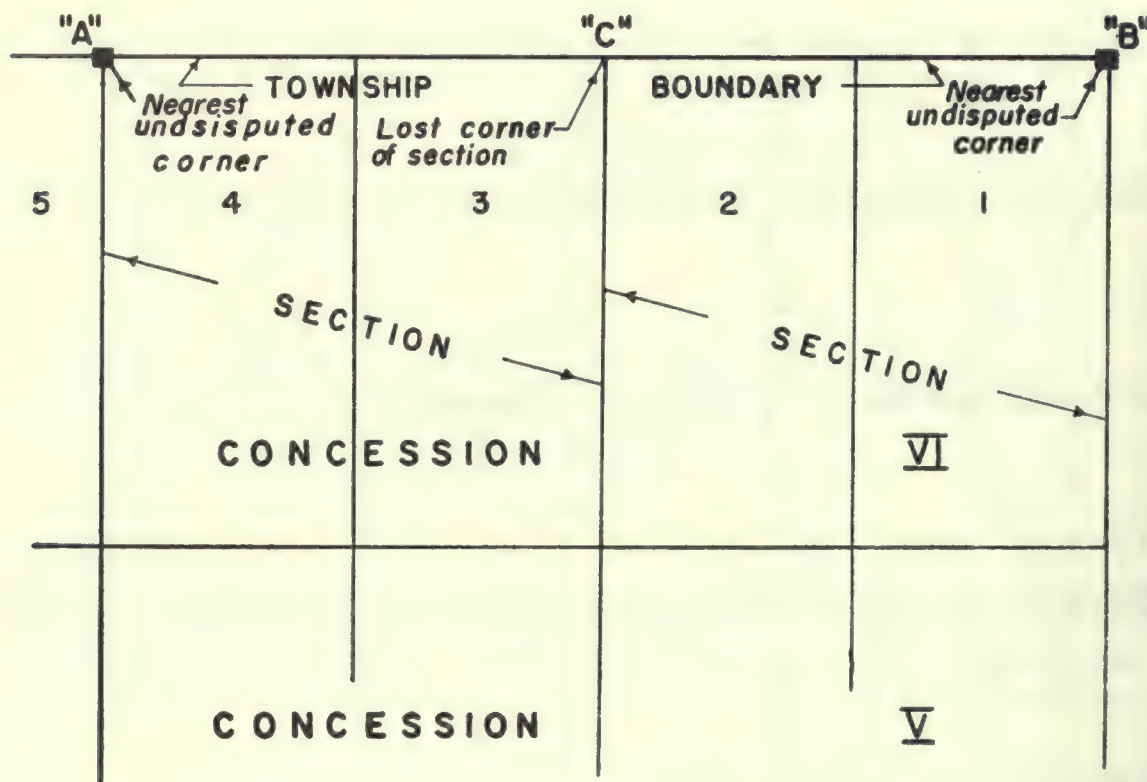
METHOD 119

1. Section 37, subsection 2, paragraph 2, to re-establish a lost section corner on a township boundary in a sectional township with single fronts where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance between the undisputed corners proportionately as intended in the original survey.

3. (i)

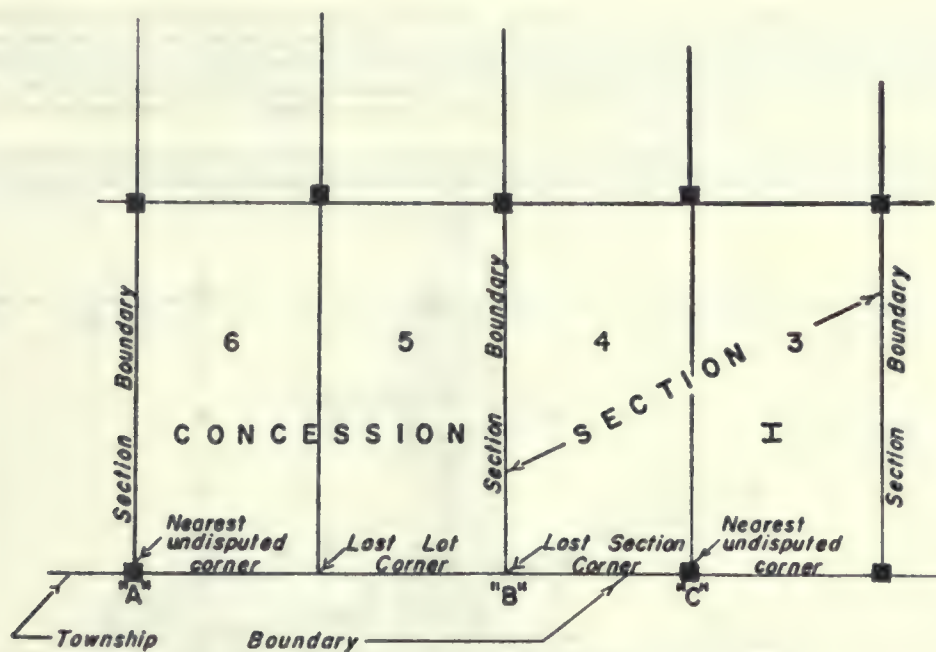
SKETCH



Determine distance between corners A-B and divide proportionately as intended in the original survey to re-establish lost section corner C.

(ii)

SKETCH



To re-establish lost section corner B, determine distance between undisputed corners A and C and divide proportionately as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 119.

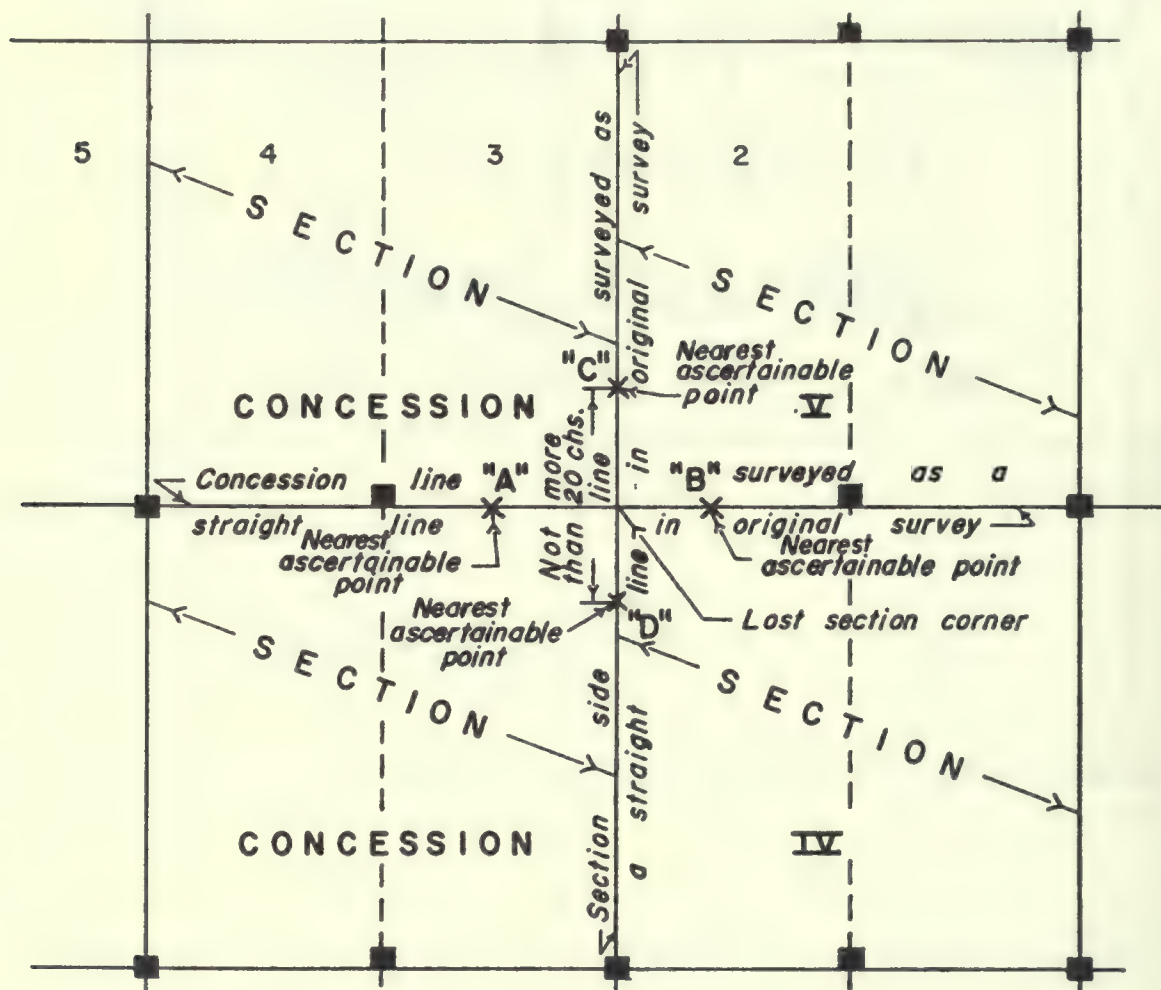
METHOD 120

1. Section 37, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between such sections and adjoining sections on the opposite sides of the concession line are shown as being a straight line on the original plan and field notes and the nearest ascertainable points on the side lines, one being on either side of the lost section corner, are not more than 400 metres apart and no evidence of the corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the nearest ascertainable points on the side line and re-establish the lost corner at the intersection of the line with a straight line joining the two nearest ascertainable points on the concession line, one being on either side of the lost corner.

3.

SKETCH



Re-establish lost section corner at the intersection of straight lines joining A-B and C-D respectively.

R.R.O. 1980, Reg. 928, Meth. 120.

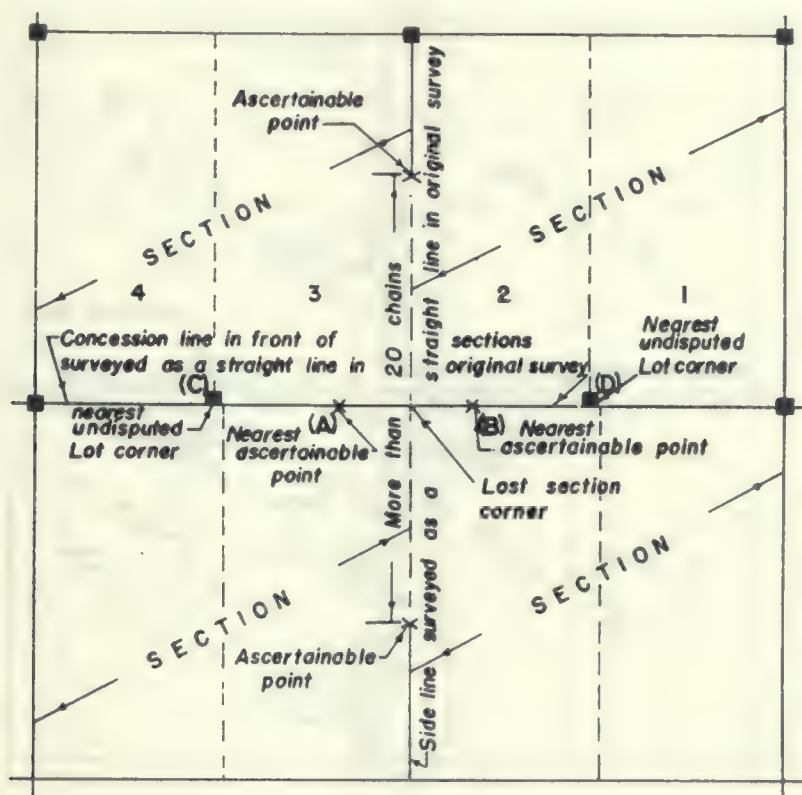
METHOD 121

1. Section 37, subsection 2, paragraph 3, to re-establish a lost section corner in a sectional township with single fronts if the concession line in the front of the adjoining sections on either side of the lost section corner is shown as a straight line on the original plan and field notes and the side lines between such sections and the adjoining sections on the opposite side of the concession line are shown as a straight line on the original plan and field notes and the nearest ascertainable points on the side lines, one being on either side of the lost corner, are more than 400 metres apart and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing proportionately the distance between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, as intended in the original survey.

3.

SKETCH



Establish lost section corner on straight line A and B by dividing distance C-D between undisputed lot corners proportionately as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 121.

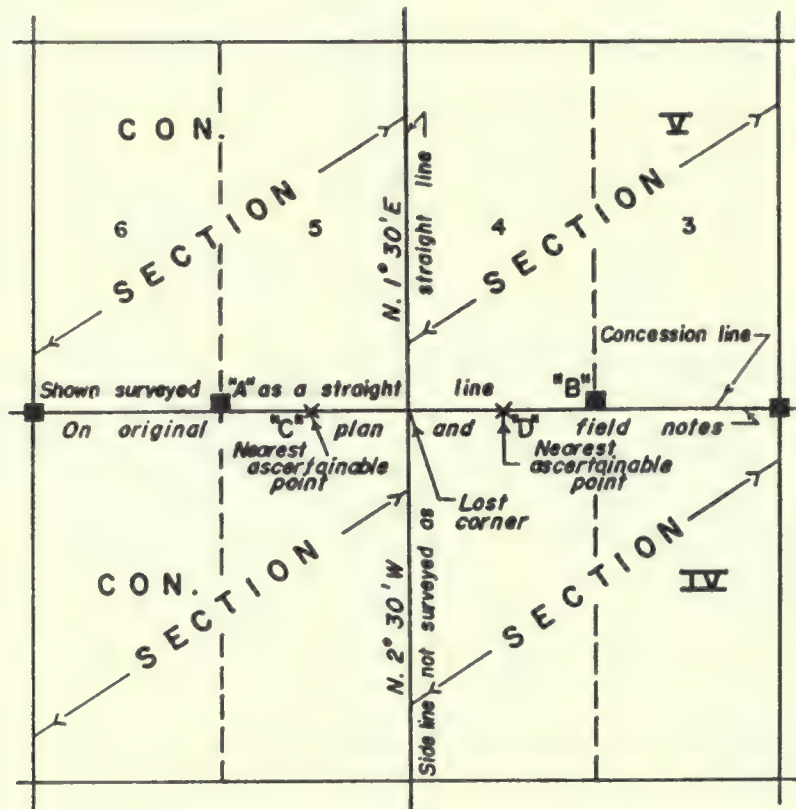
METHOD 122

1. Section 37, subsection 2, paragraph 4, to re-establish the lost corner of a section in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown as a straight line on the original plan and field notes and the side lines between the sections and the adjoining sections on the opposite side of the concession are shown as not in a straight line in the original plan and field notes and no evidence of the original corner exists and the lost section corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the concession line, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately between the two nearest undisputed corners on the concession line, one being on either side of the lost corner, as intended in the original survey.

3.

SKETCH



Measure distance A-B and divide proportionately as intended in the original survey and re-establish lost section corner on straight line C-D.

R.R.O. 1980, Reg. 928, Meth. 122.

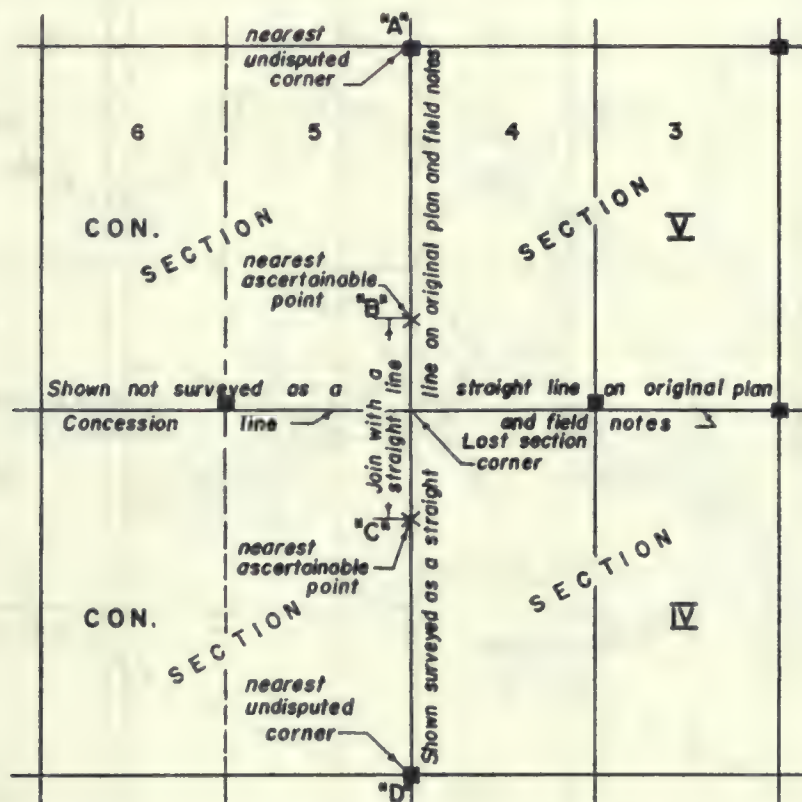
METHOD 123

1. Section 37, subsection 2, paragraph 5, to re-establish the lost corner of a section in a sectional township with single fronts if the concession line in front of the adjoining sections on either side of the lost corner is shown on the original plan and field notes as not on a straight line and the side lines between such sections and the adjoining sections on the opposite side of the concession line are shown on the original plan and field notes as a straight line and no evidence of the original corner exists and the lost corner was not previously re-established before March 24, 1911.

2. Join with a straight line the two nearest ascertainable points on the side lines of the sections, one being on either side of the lost corner, and re-establish the lost corner on the straight line by dividing the distance proportionately as intended in the original survey between the two nearest undisputed corners on the side lines, one being on either side of the lost corner.

3.

SKETCH



Measure the distance A-D and divide proportionately as intended in the original survey and re-establish lost corner on straight line C-B.

R.R.O. 1980, Reg. 928, Meth. 123.

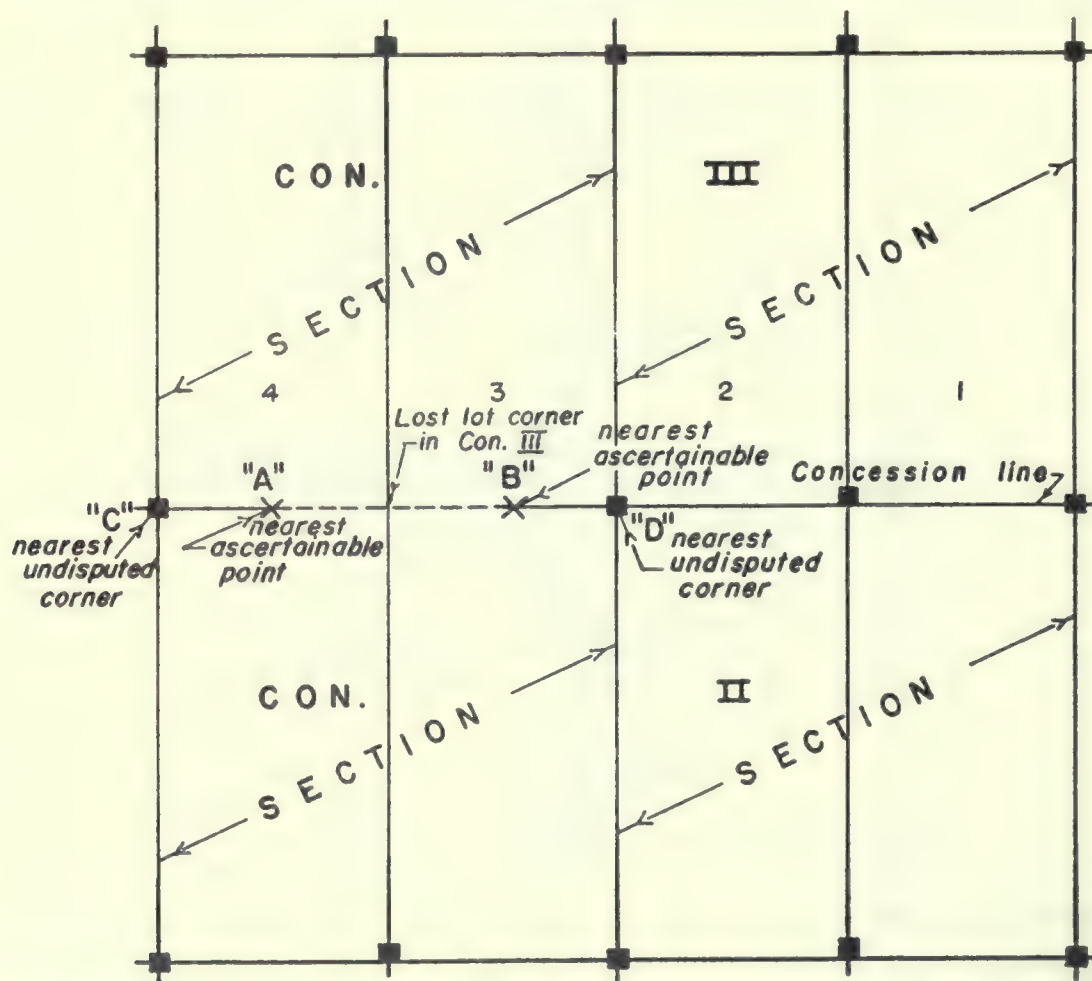
METHOD 124

1. Section 37, subsection 2, paragraph 7, to re-establish in a concession in a section a lost lot corner in a sectional township with single fronts on the front line of the concession and the lost lot corner is not a section corner and no evidence of the original corner exists.

2. Join with a straight line the two nearest ascertainable points on the concession line in the section, one being on either side of the lost corner, and re-establish the lost lot corner on the straight line by dividing proportionately the distance between the two nearest undisputed corners in the section, one being on either side of the lost corner, as intended in the original survey.

3.

SKETCH



Determine the distance between C-D and divide proportionately as intended in the original survey and re-establish the lost lot corner on straight line A-B.

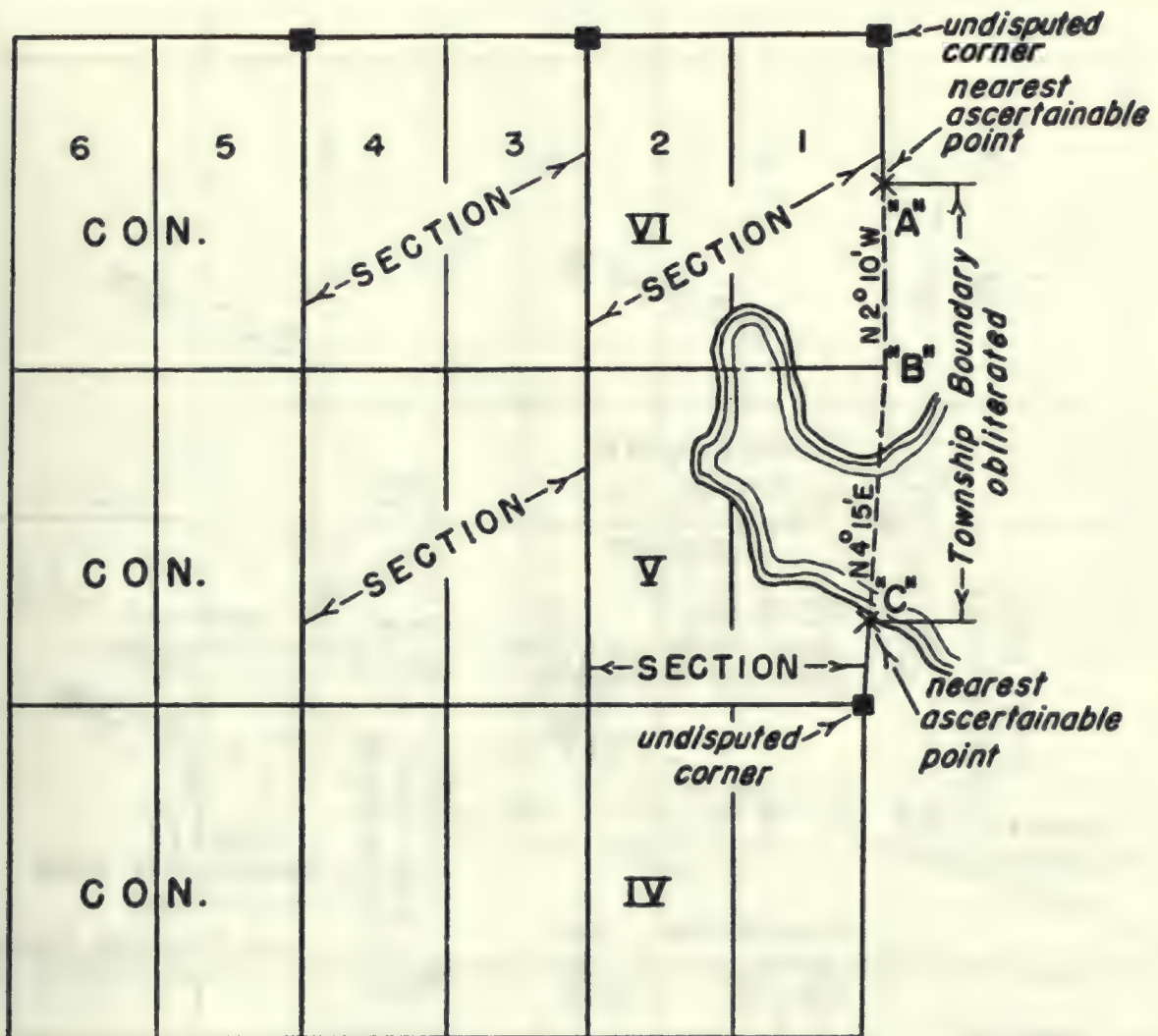
R.R.O. 1980, Reg. 928, Meth. 124.

METHOD 125

1. Section 37, subsection 2, paragraph 8, to re-establish a portion of a township boundary in a sectional township with single fronts that is obliterated and no evidence of the original boundary exists.

2. Join the nearest ascertainable points in the same manner as intended in the original survey.

3. SKETCH



Original survey shows the east boundary of Concession V a straight line and the east boundary of Concession VI also a straight line, but each on different bearings. Join points A and C in the same manner as intended in the original survey and thus re-establish point B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 125.

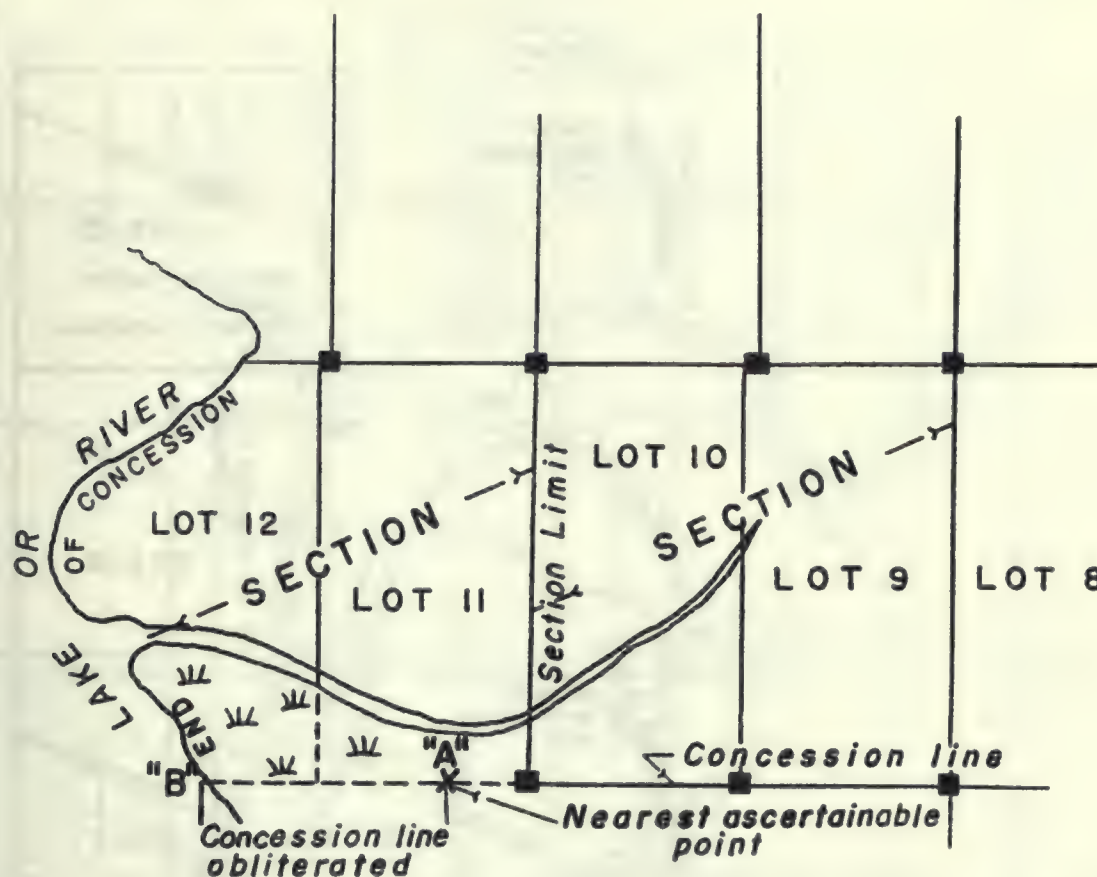
METHOD 127

1. Section 37, subsection 2, paragraph 10, to re-establish a concession line beyond the last side line of a section in a sectional township with single fronts if the concession is broken by a lake or river at its end and the concession line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated concession line on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the concession line in the section in which the concession line is obliterated.

3.

SKETCH



Re-establish obliterated concession line A-B on the same astronomic course as shown on the original plan and field notes from the nearest ascertainable point A.

R.R.O. 1980, Reg. 928, Meth. 127.

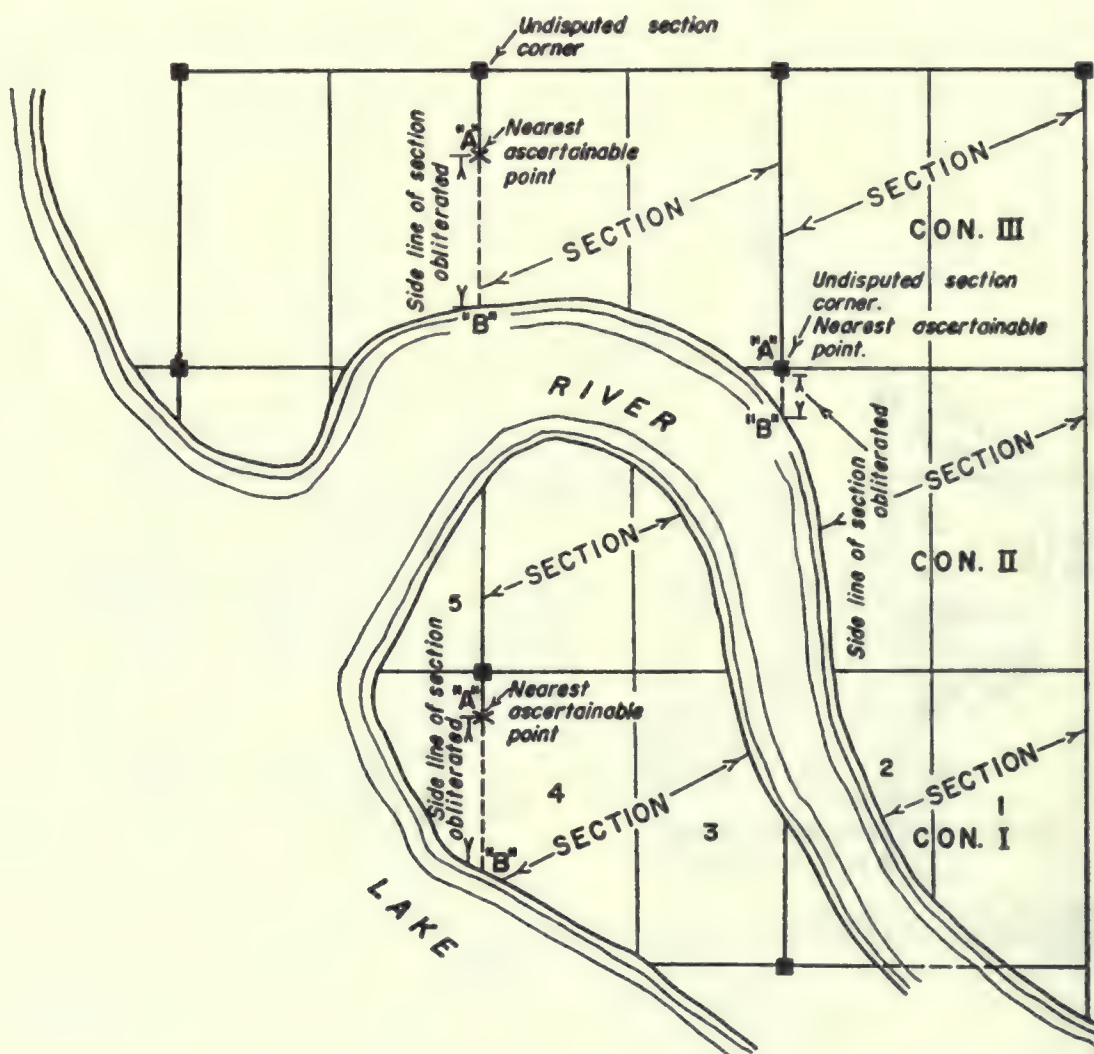
METHOD 128

1. Section 37, subsection 2, paragraph 11, to re-establish in a concession the side line of a section in a sectional township with single fronts if the concession is wholly or partly broken by a lake or river on its front and the section line was not surveyed across the lake or river in the original survey and the side line is obliterated and no evidence of the original line exists.

2. Re-establish the obliterated side line of the section on the same astronomic course shown on the original plan and field notes from the nearest ascertainable point on the side line of the section in the section in which the side line is obliterated.

3.

SKETCH



Re-establish side line of sections A-B on the same astronomic course as shown on the original plan and field notes from the nearest ascertainable points A.

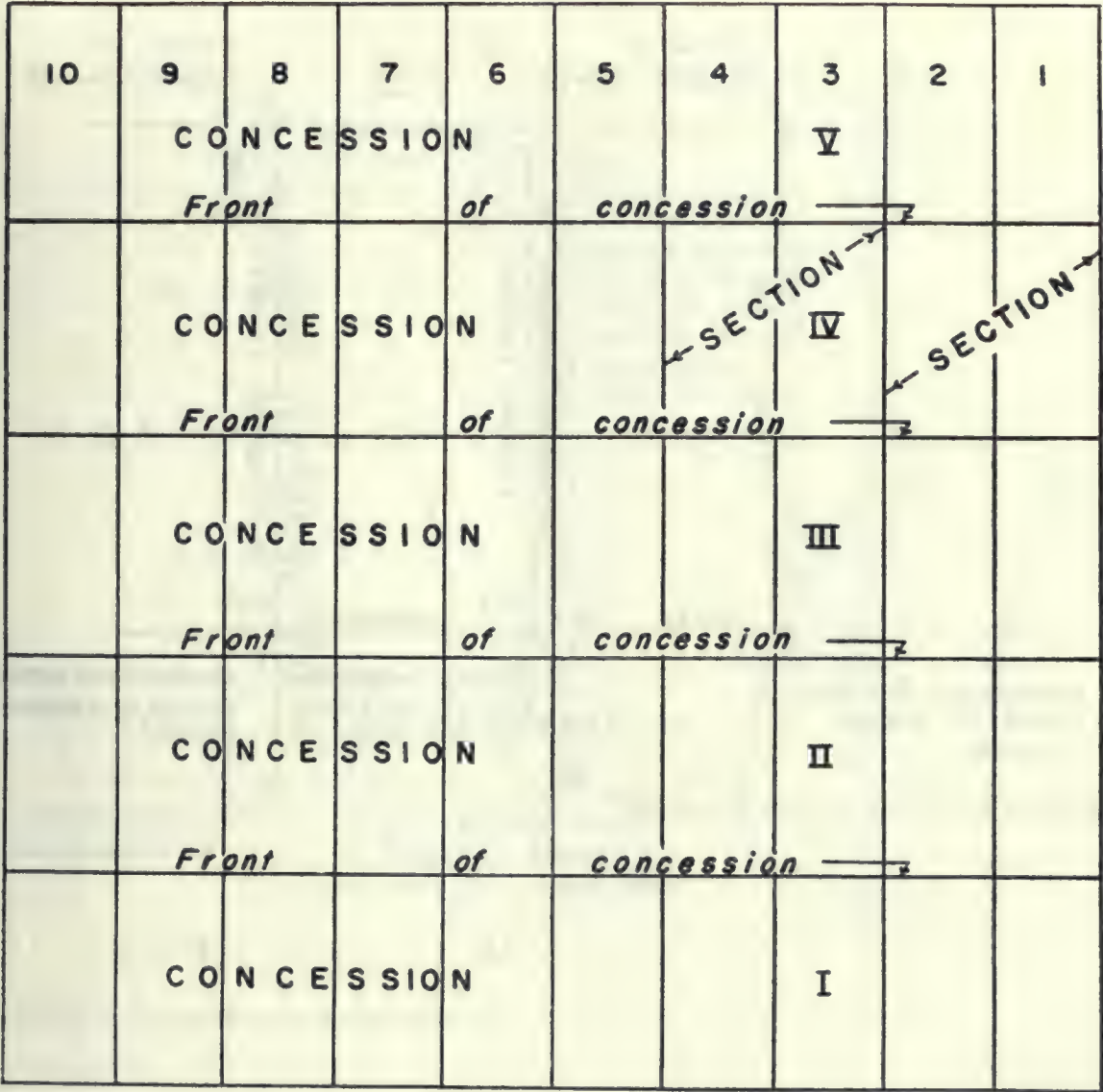
R.R.O. 1980, Reg. 928, Meth. 128.

METHOD 129

1. Section 38, to define the front of a concession in a sectional township with single fronts.
2. The front of a concession is the boundary of the concession that is nearest to the boundary of the township from which the concessions therein are numbered or lettered.

3.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 129.

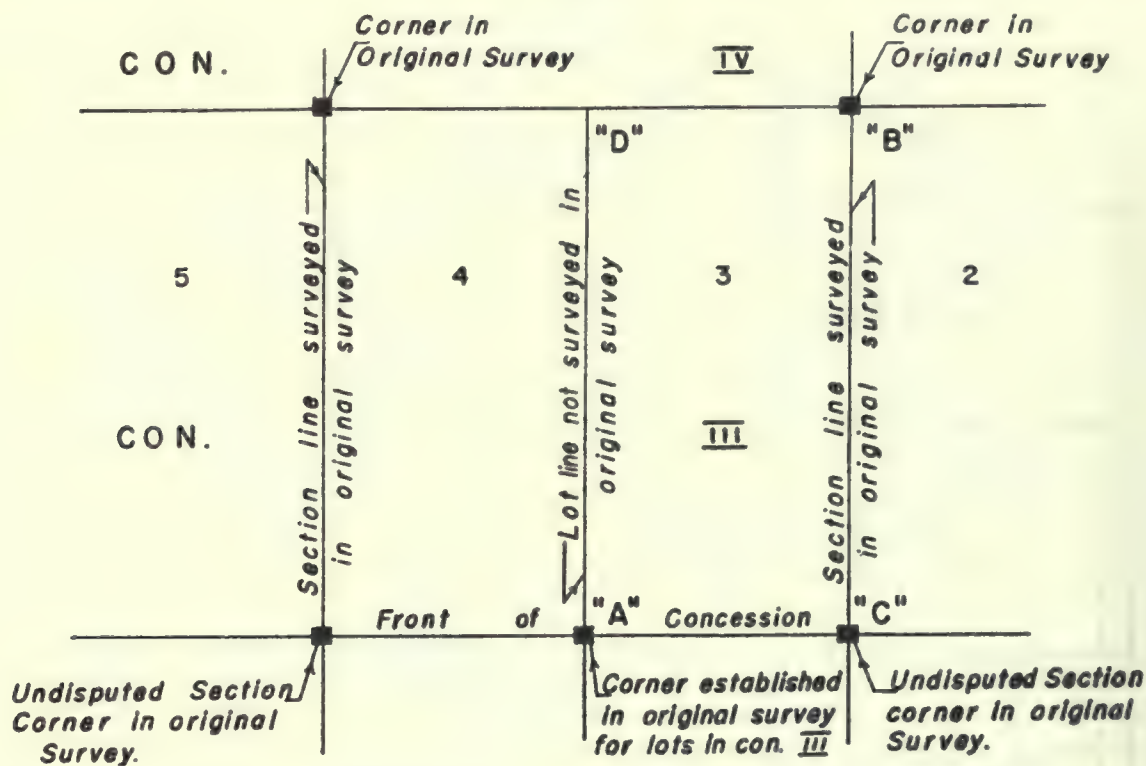
METHOD 130

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and the side lines of the section in which the lot is located are not broken by a lake or river.

2. Establish the side line of a lot from the front corner of the lot on the astronomic course for the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered, if so intended in the original survey.

3.

SKETCH



Establish lot line A-D on astronomic course of section line C-B.

R.R.O. 1980, Reg. 928, Meth. 130.

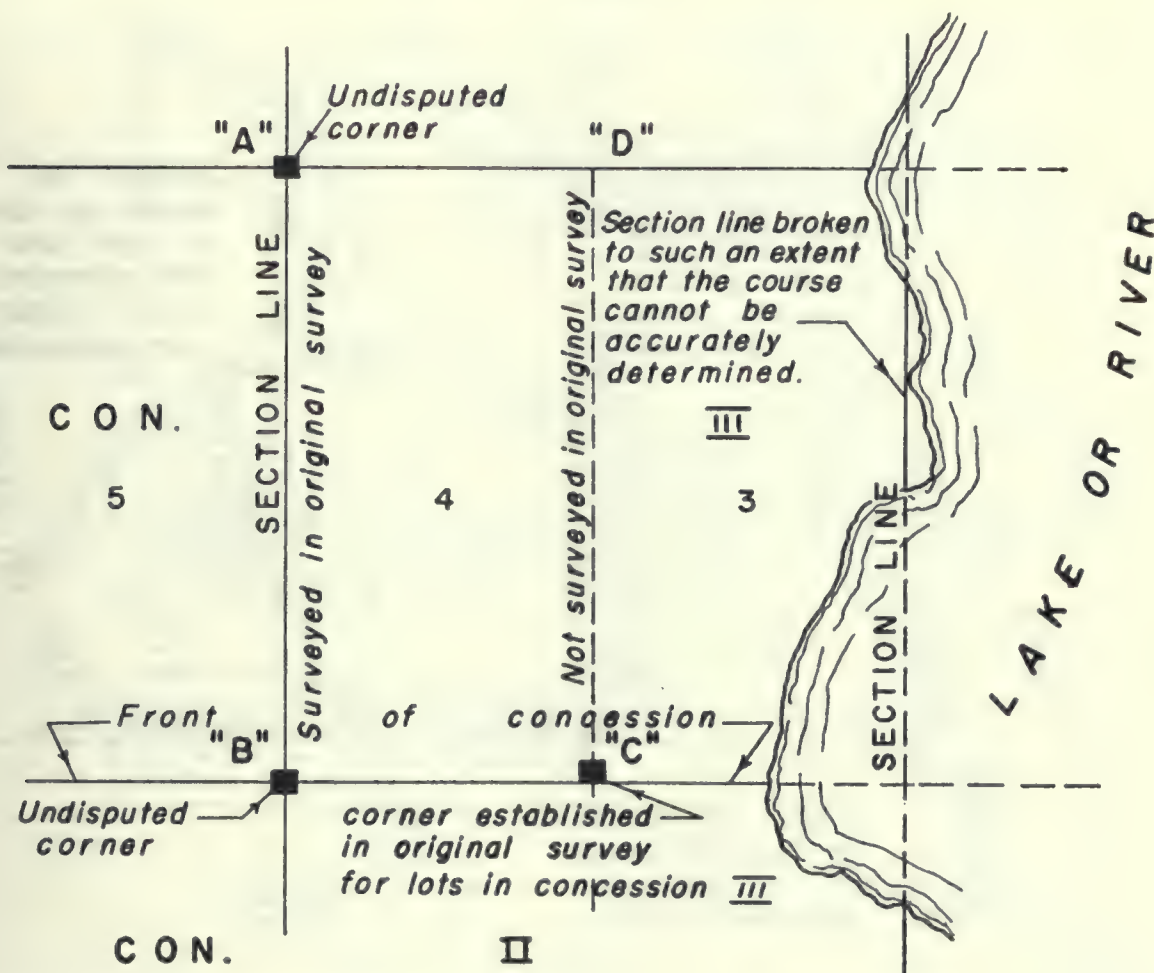
METHOD 131

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and the side line of the section in which the lot is located that is nearest the end of the section from which the lots are numbered is broken by a lake or river to such an extent that the course of the side line of the section cannot be accurately determined.

2. Establish the side line of the lot from the front corner of the lot on the astronomic course for the side line of the section in which the lot is located that is farthest from the end of the section from which the lots are numbered, if so intended in the original survey.

3.

SKETCH



Establish a lot line C-D on astronomic course of section line A-B.

R.R.O. 1980, Reg. 928, Meth. 131.

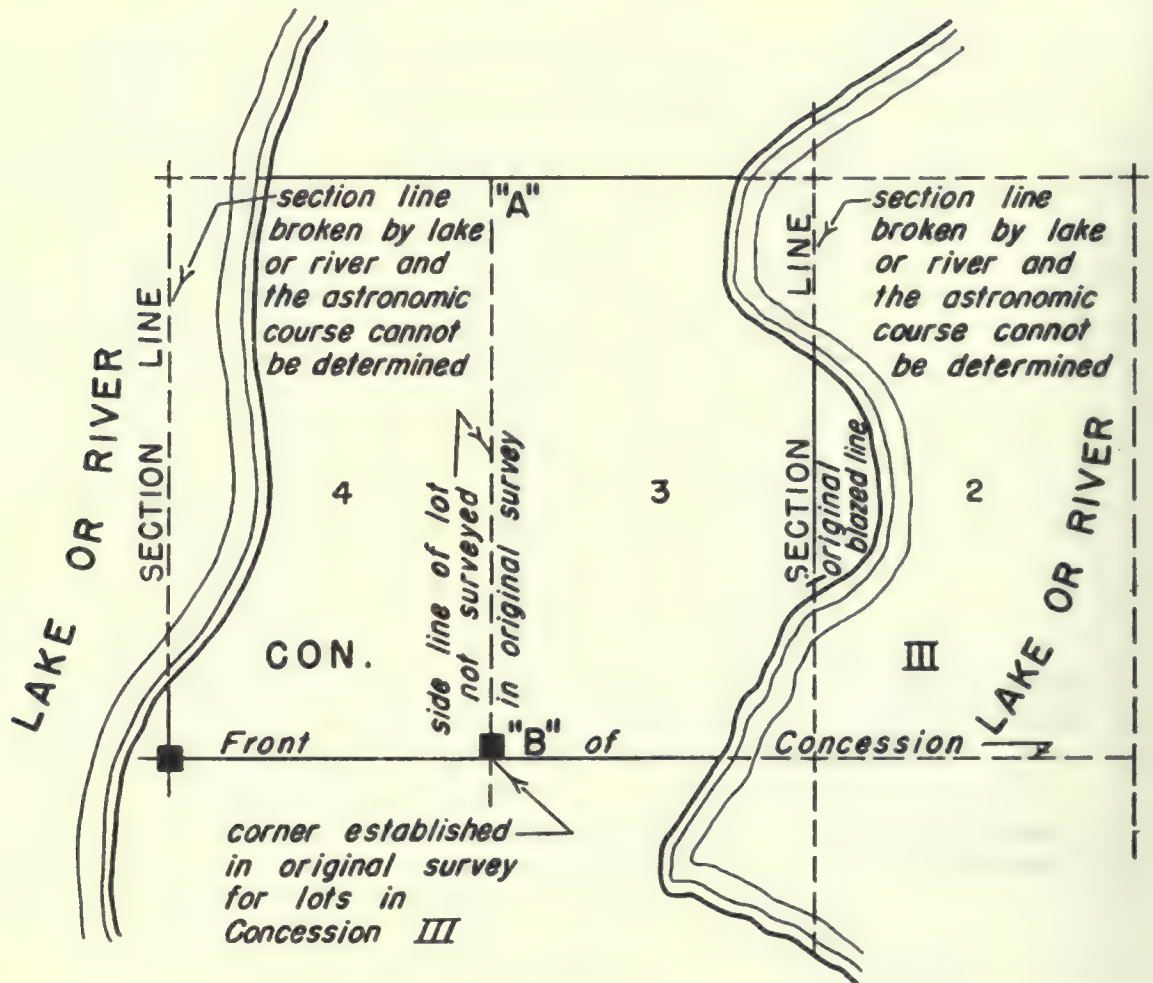
METHOD 132

1. Section 39, paragraph 1, to establish in a concession a side line of a lot in a sectional township with single fronts that was not surveyed in the original survey and both side lines of the section in which the lot is located are broken by a lake or river to such an extent that the course of either side line cannot be accurately determined.

2. Establish the side line of a lot from the front corner of the lot on the astronomic course shown on the original plan and field notes.

3.

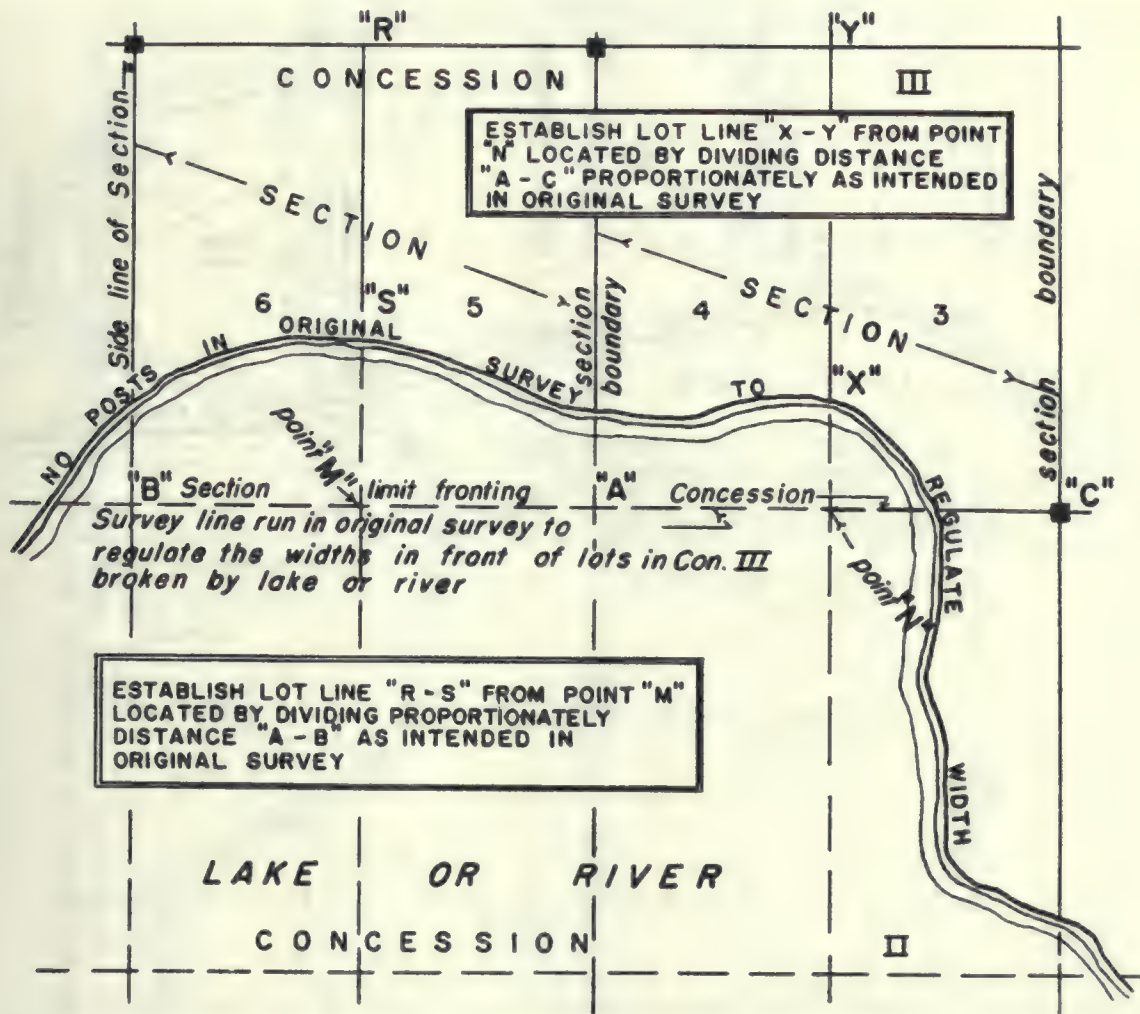
SKETCH



Establish lot line A-B on astronomic course shown on the original plan and field notes.

R.R.O. 1980, Reg. 928, Meth. 132.

SKETCH



R.R.O. 1980, Reg. 928, Meth. 133.

3. SKETCH



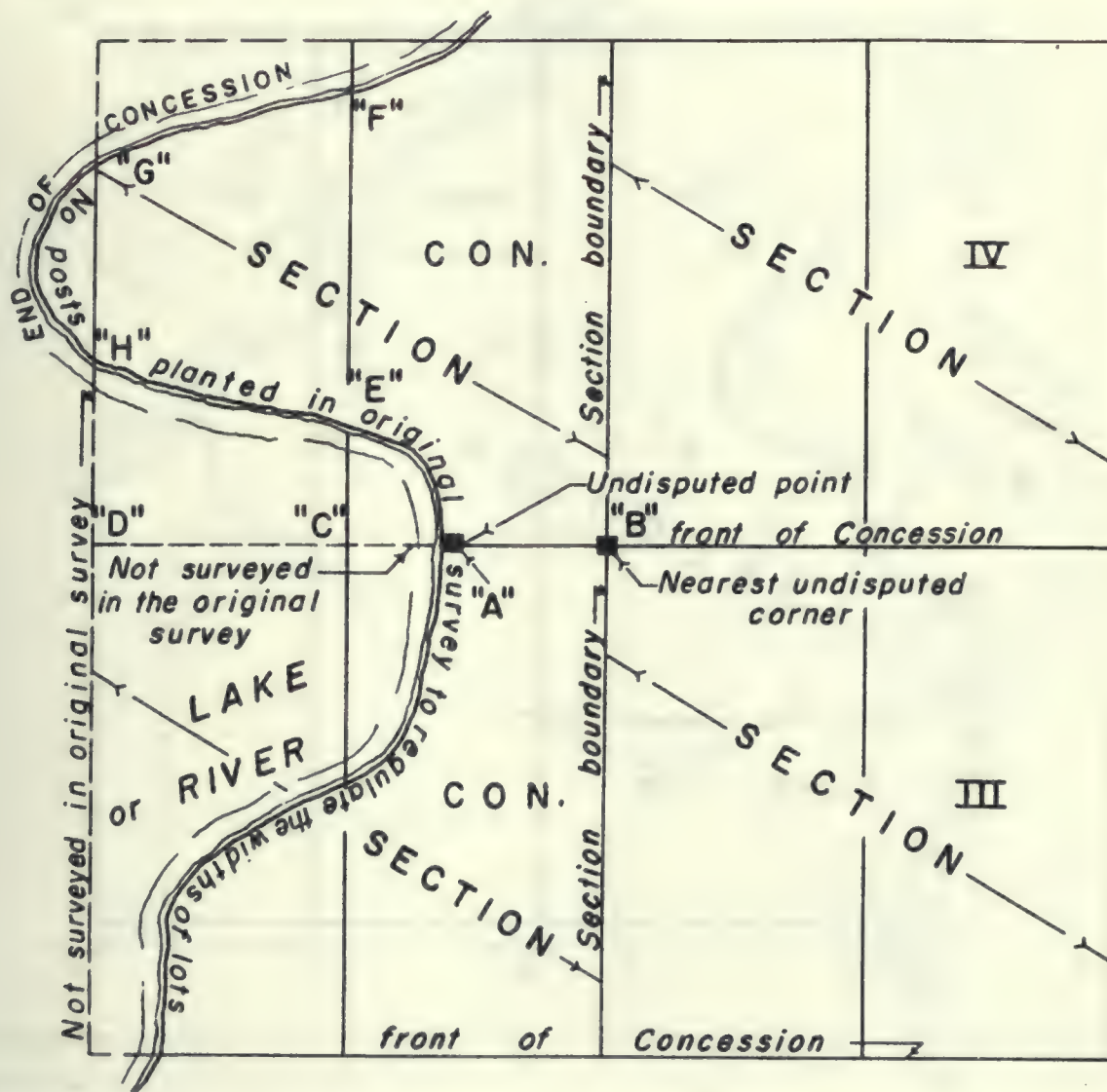
METHOD 135

1. Section 39, paragraph 4, to establish in a concession the side line of broken lots in a sectional township with single fronts that was not surveyed in the original survey if the concession is broken at its end and on the front and rear boundaries by a lake or river and no posts were planted on the bank of the lake or river to regulate the widths in front of the broken lots and the original field notes do not show that a survey line was run in the original survey to regulate the widths in front of the broken lot.

2. Establish the side line of the broken lots from points determined by measuring the distance intended in the original survey from the nearest undisputed corner on the front of the concession along the astronomic course intended for the front of the concession.

3.

SKETCH



Establish side lines E-F and G-H from points C and D, determined by measuring distance B-C and C-D intended in the original survey on the astronomic course intended in the original survey for B-A-C-D, the front of Concession IV.

R.R.O. 1980, Reg. 928, Meth. 135.

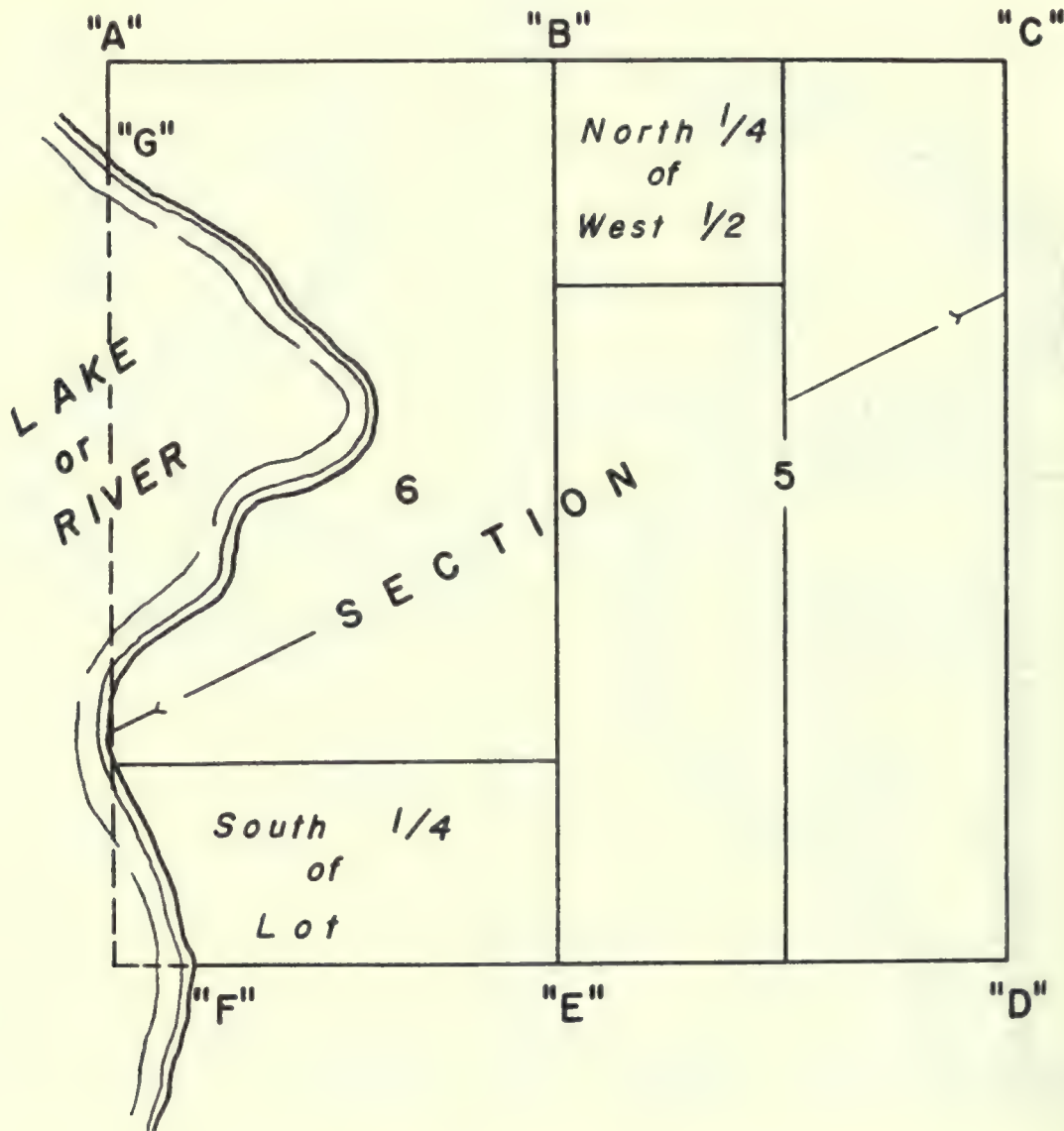
METHOD 136

1. Section 40, subsection 1, to define the aliquot parts of any lot in a sectional township with single fronts if the lot or any part of the lot was patented before March 24, 1911.

2. Any aliquot part of such lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3.

SKETCH



Unbroken Lot 5 patented before March 24, 1911. Area by survey, 328 acres. Area of north $\frac{1}{4}$ of west half described in grant as 40 acres. Determine north $\frac{1}{4}$ of west half by survey to contain 41 acres.

Broken Lot 6 patented before March 24, 1911. Area by survey, 268 acres. Area of south $\frac{1}{4}$ described in grant as 80 acres. Determine south $\frac{1}{4}$ by survey as $\frac{268}{4} = 67$ acres.

R.R.O. 1980, Reg. 928, Meth. 136.

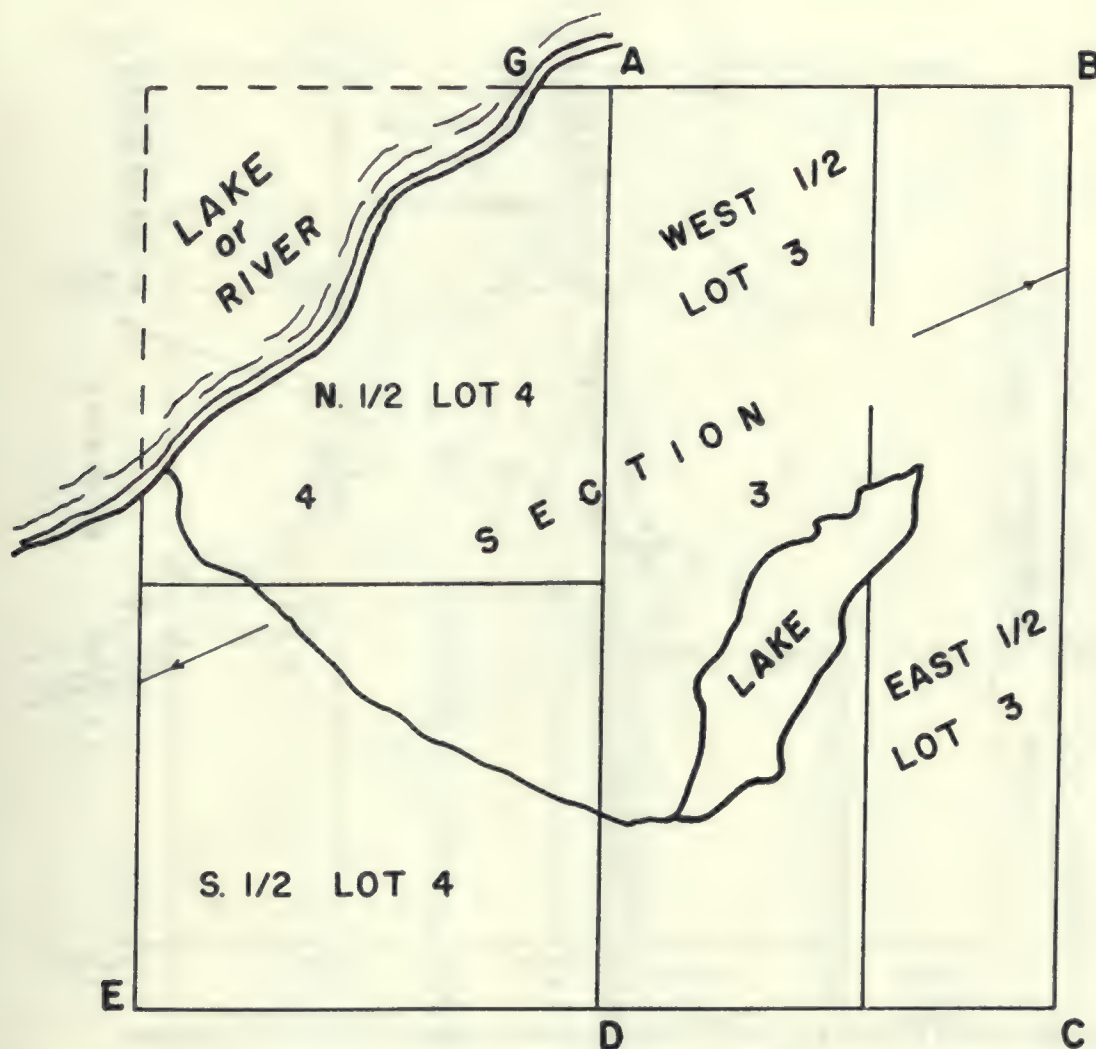
METHOD 137

1. Section 40, subsection 2, to define the aliquot part of a broken lot in a sectional township with single fronts if the lot or any part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such broken lot is the aliquot part of the area of the lot whether the area so determined by survey is more or less than the area expressed in any grant or other instrument which intended to describe the part.

3.

SKETCH



Broken Lot 3 patented on or after March 24, 1911. Total area of lot by survey, 294 acres. Area of lot described in grant, 308 acres. Area of west 1/2 of lot to be determined by survey as $\frac{294}{2}$ acres.

Broken Lot 4 patented on or after March 24, 1911. Total area by survey, 271 acres. Area of south 1/2 defined by grant, 130 acres. Area of south 1/2 to be determined by survey as $\frac{271}{2}$ acres.

R.R.O. 1980, Reg. 928, Meth. 137.

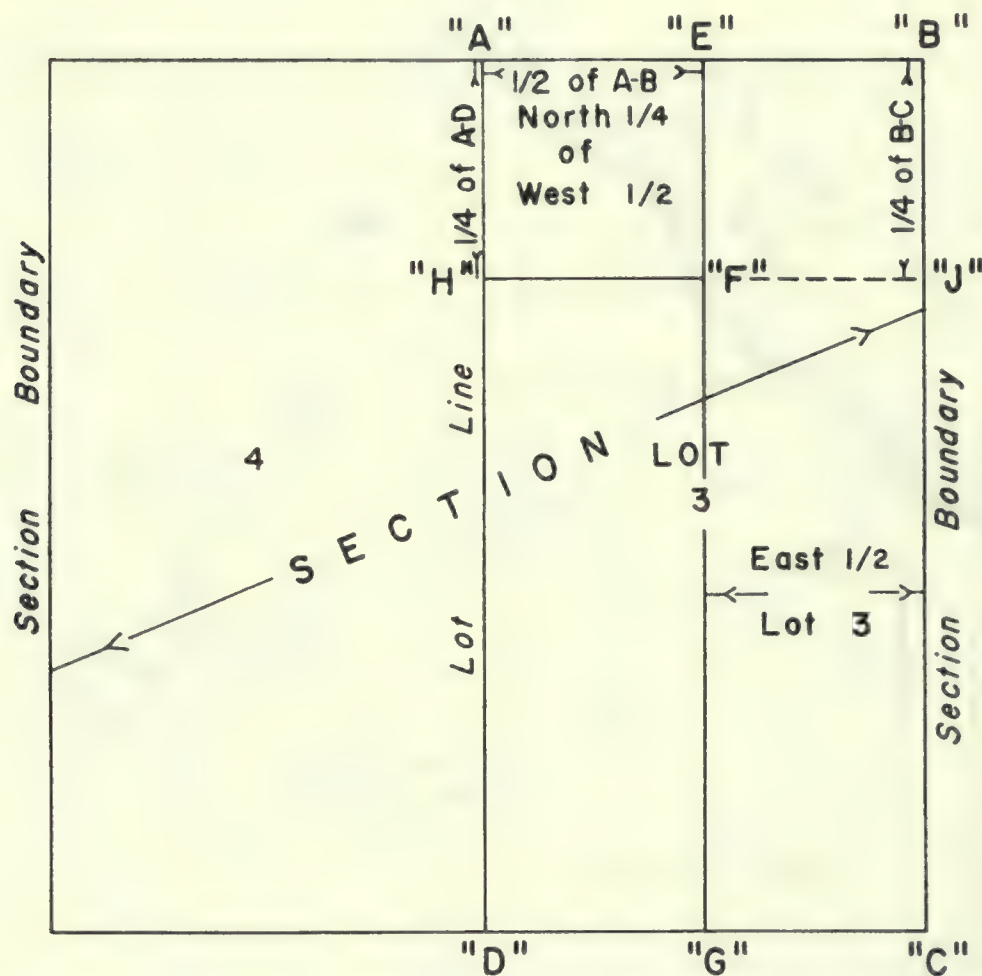
METHOD 138

1. Section 40, subsection 3, to define any aliquot part of an unbroken lot in a sectional township with single fronts if the whole or part of the lot was patented on or after March 24, 1911.

2. Any aliquot part of such unbroken lot is the aliquot part of the frontage or depth of the lot whether the area of the aliquot part so determined is more or less than the area expressed in any grant or other instrument intended to describe the part.

3.

SKETCH



Unbroken Lot 3 patented on or after March 24, 1911. Determine aliquot part A-E-H-F of west ½ by survey as follows:

Divide frontage D-C into two equal parts. Survey line E-G on astronomic course as in case of lot line A-D not surveyed in the original survey.

Divide depths A-D and B-C into four equal parts and join H-J with straight line.

R.R.O. 1980, Reg. 928, Meth. 138.

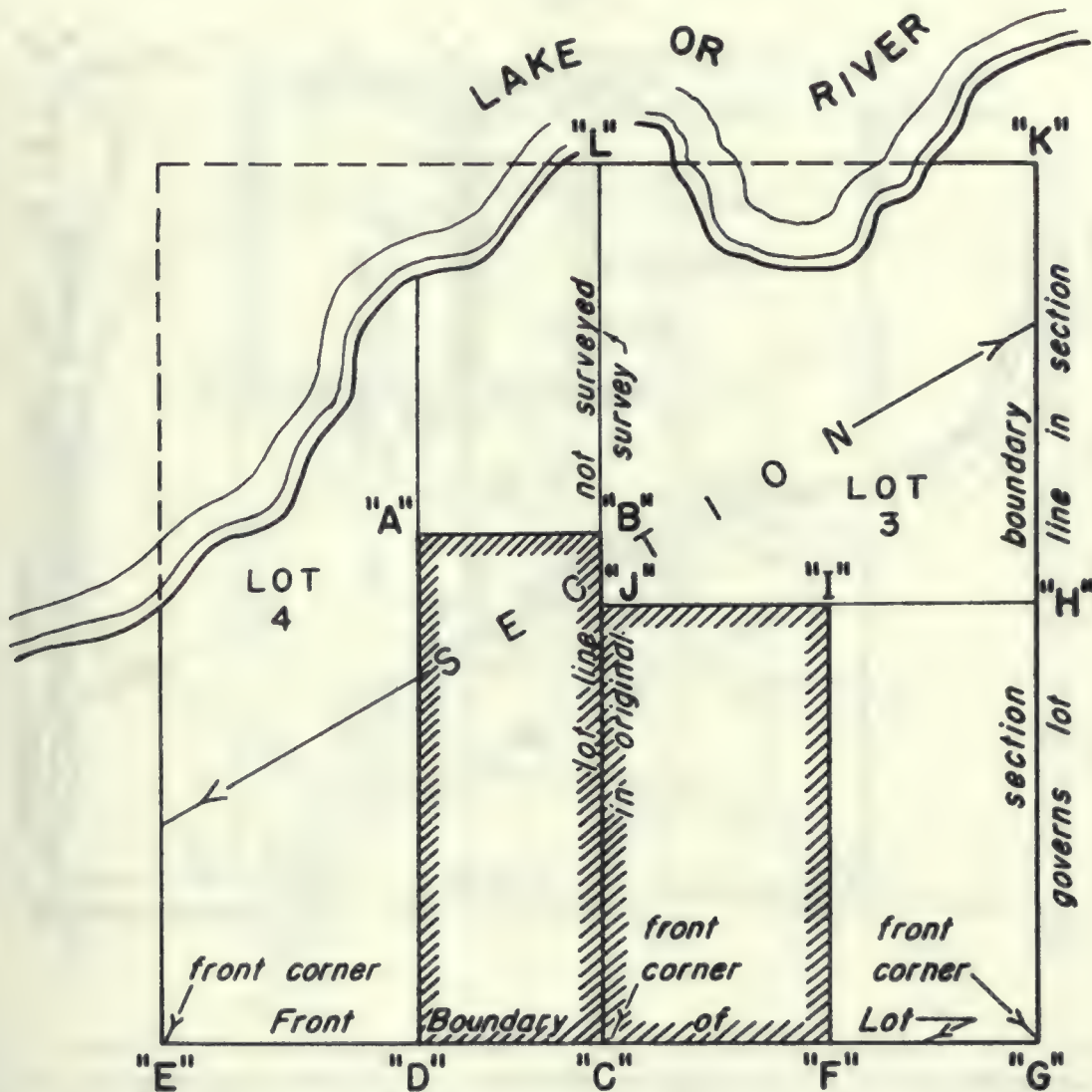
METHOD 139

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with single fronts if the front of the lot is unbroken by a lake or river at either end and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the front corners of the lot, as the case may be.

3.

SKETCH



Lot 3 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. The boundaries of aliquot part C-F-I-J to be surveyed as follows:

I-F on same astronomic course as lot line C-L. I-J parallel to straight line joining front corners of lot C-G.

Broken Lot 4 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-B-C-D to be surveyed as follows:

A-D on same astronomic course as lot line C-L. A-B parallel to straight line joining front corners of lot E-C.

R.R.O. 1980, Reg. 928, Meth. 139.

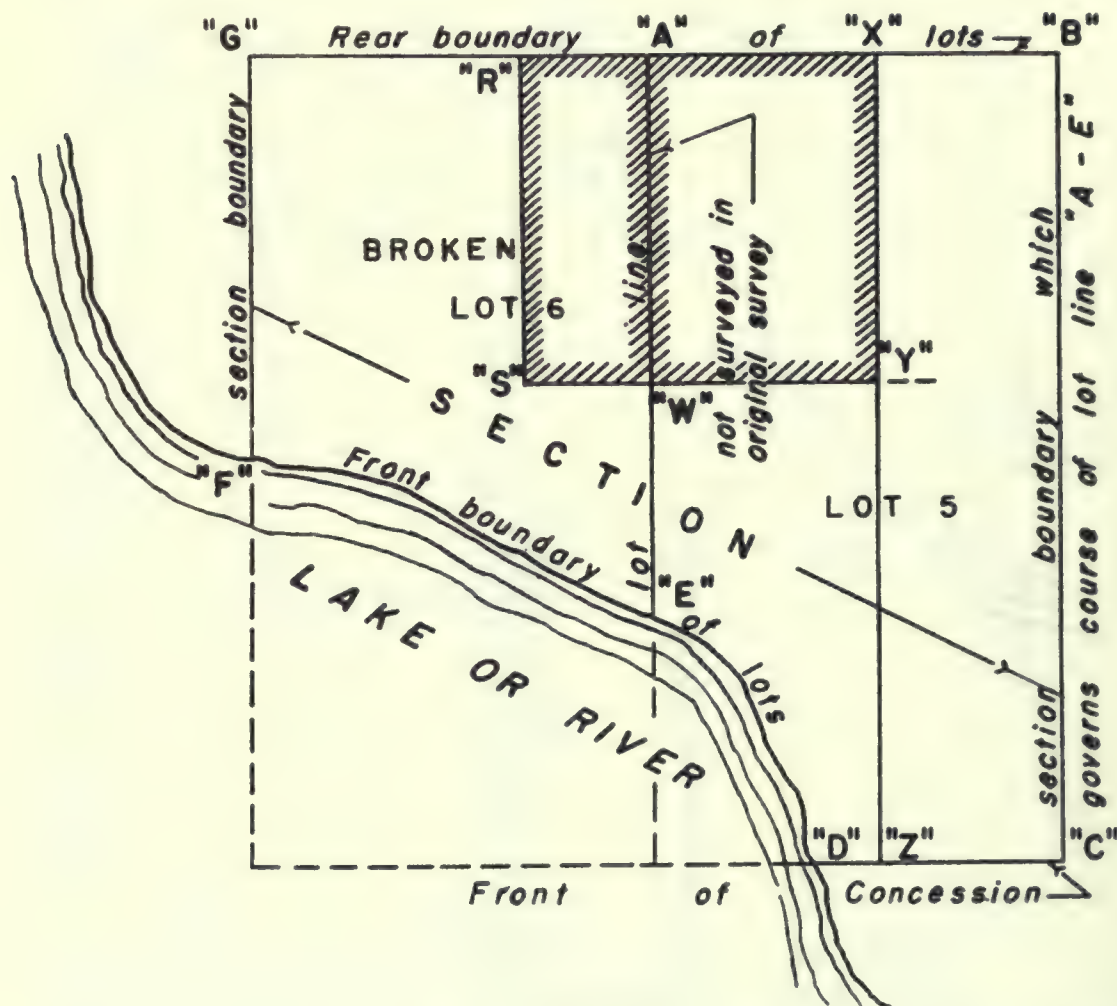
METHOD 140

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of any lot the whole or any part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with single fronts if the rear boundary of the lot is unbroken at either of its ends and the front boundary is broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or parallel to a straight line joining the rear corners of the lot, as the case may be.

3.

SKETCH



Broken Lot 5 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-W-X-Y to be surveyed as follows:

X-Y on same astronomic course as lot line A-E. W-Y parallel to straight line joining rear corners of lot A and B.

Broken Lot 6 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part R-S-W-A to be surveyed as follows:

R-S on same astronomic course as lot line E-A. S-W parallel to straight line joining rear corners of lot A-G.

R.R.O. 1980, Reg. 928, Meth. 140.

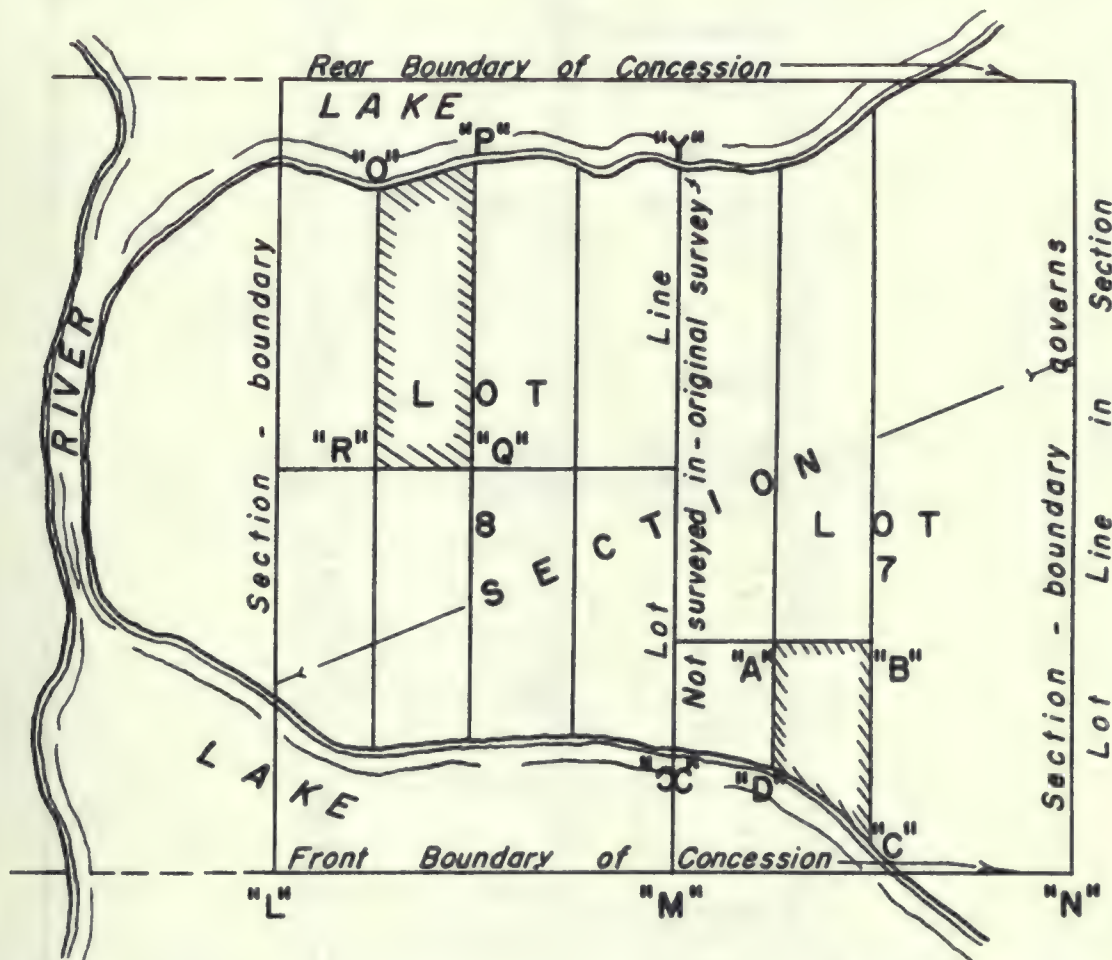
METHOD 141

1. Section 40, subsection 4, to survey the boundaries of an aliquot part of a broken lot and an unbroken lot the whole or part of which was patented before March 24, 1911, and the aliquot part of a broken lot the whole or part of which was patented on or after March 24, 1911, in a sectional township with single fronts if both the front boundary and the rear boundary of the lot are broken by a lake or river at either or both ends and no aliquot part of such lot was surveyed before July 1, 1944.

2. Survey the unsurveyed boundaries on the same astronomic course as a side line of a lot not surveyed in the original survey or on the same astronomic course as the front boundary of the concession as shown on the original plan and field notes, but, if the course is not shown on the original plan and field notes, on the astronomic course intended for the front boundary of the concession in the section in which the lot is located.

3.

SKETCH



Lot 7 patented before March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part A-B-C-D to be surveyed as follows:

A-D and B-C on the same astronomic course as lot line X-Y not surveyed in the original survey. A-B on the same astronomic course as front boundary of lot N-M as shown on the original plan and field notes or as intended in the original survey.

Broken Lot 8 patented on or after March 24, 1911, and no aliquot part surveyed before July 1, 1944. Boundaries of aliquot part O-P-Q-R to be surveyed as follows:

O-R and P-Q on the same astronomic course as lot line X-Y not surveyed in the original survey. R-Q of the same astronomic course as front boundary of concession L-M shown on the original plan and field notes or as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 141.

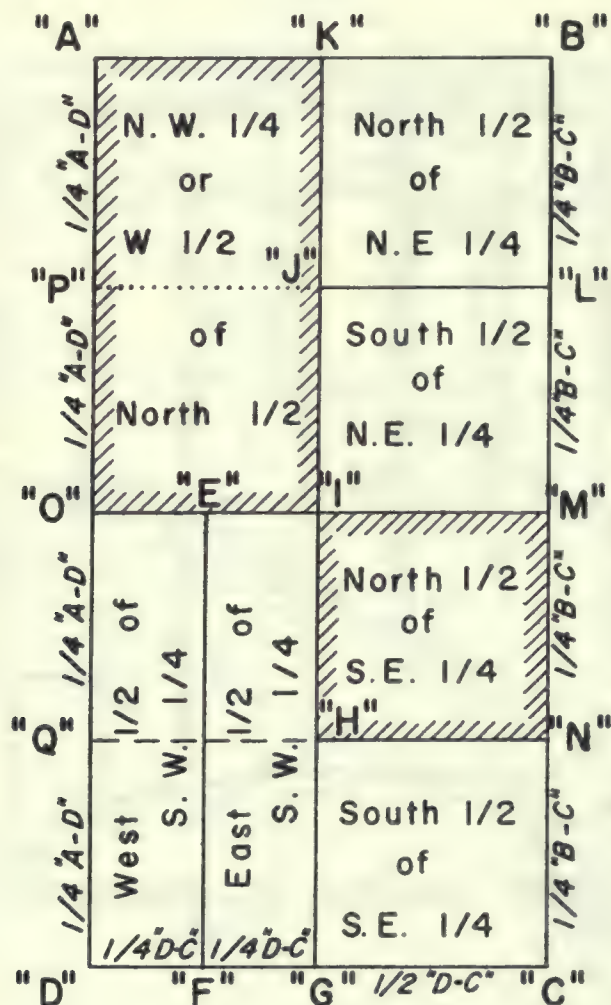
METHOD 142

1. Section 40, subsection 5, to survey the boundaries of an aliquot part of an unbroken lot the whole or any part of which was patented on or after March 24, 1911, in a sectional township with single fronts.

2. Survey the boundaries on the same astronomic course of a side line not surveyed in the original survey from points on the front boundary of the lot determined by dividing the measurement between the front corners equally or by joining with straight lines points on the side lines of the lot determined by dividing the measurement between the front and rear corners of the lot equally, as the case may be, without regard to the manner in which the aliquot part of any such lot is described in any grant or other instrument.

3.

SKETCH



NOTE

All aliquot divisions of width shall be surveyed along the front of a lot.

All aliquot divisions of depth shall be surveyed along both side lines of a lot.

EXAMPLES

The boundaries of the north west $\frac{1}{4}$ or the west $\frac{1}{2}$ of the north $\frac{1}{2}$ shall be surveyed as follows:

K-I on the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division point G on the front of the lot.
O-I on a straight line joining the equal distant points M and O on the said lines of the lot.

The boundaries of the north $\frac{1}{2}$ of the south east $\frac{1}{4}$ shall be surveyed as follows:

H-I the same astronomic course of a side line of a lot not surveyed in the original survey from the equal division point G on the front of the lot.
I-M on a straight line joining the equal division points M and O on the side lines of the lot.
H-N on a straight line joining the equal division points N and Q on the side lines of the lot.

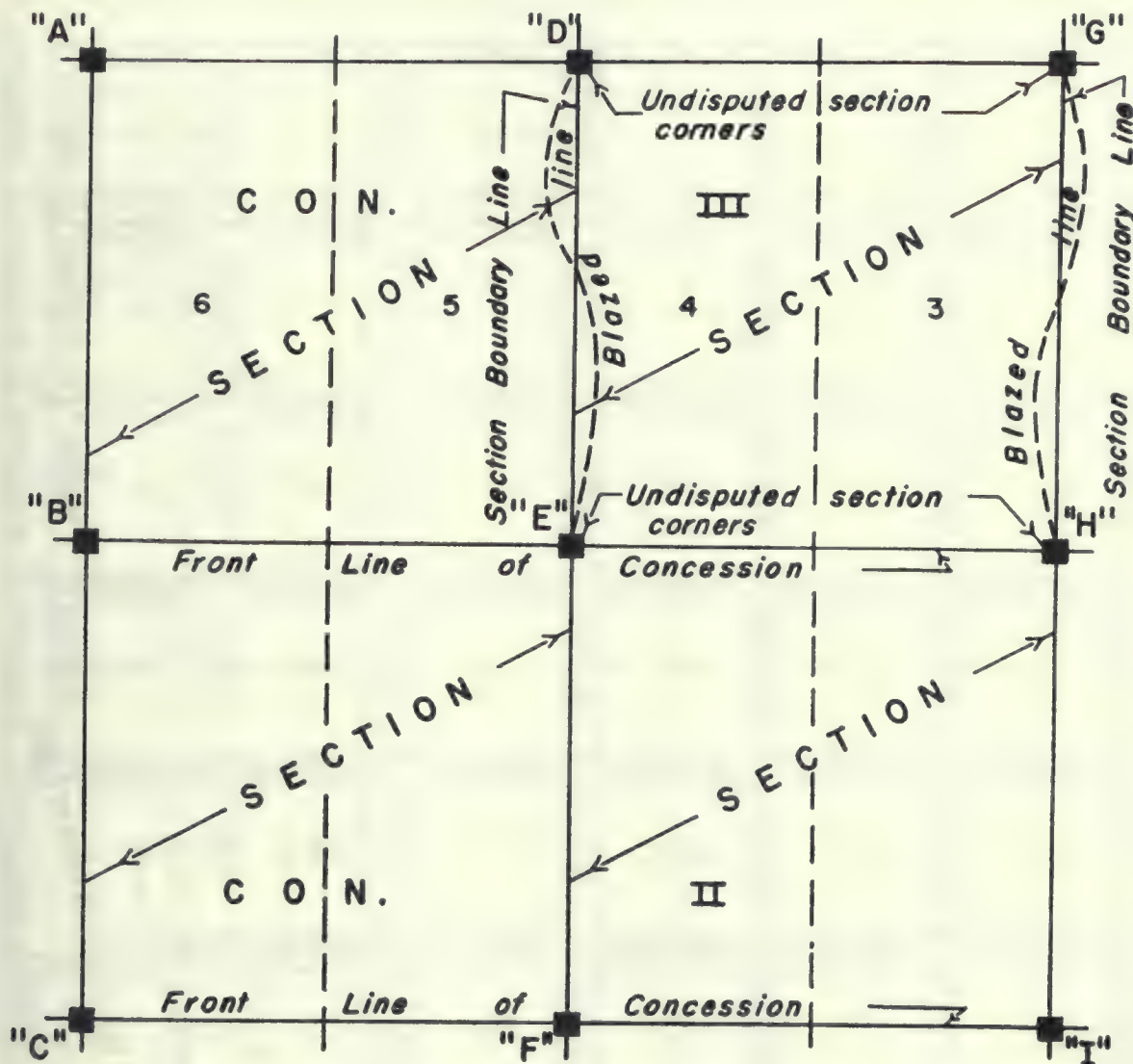
METHOD 143

1. Section 41, to establish in a concession the course of a boundary line of a section in a sectional township with single fronts to survey the side line of a lot in a section not surveyed in the original survey.

2. Establish a straight line joining the section corners on the side line of the section intended to govern the side line and determine its astronomic course.

3.

SKETCH



Astronomic course of straight line G-H governing line for side line between lots 3 and 4, Concession III, if so intended. Astronomic course of straight line E-D governing line for side line between lots 5 and 6, Concession III, if so intended.

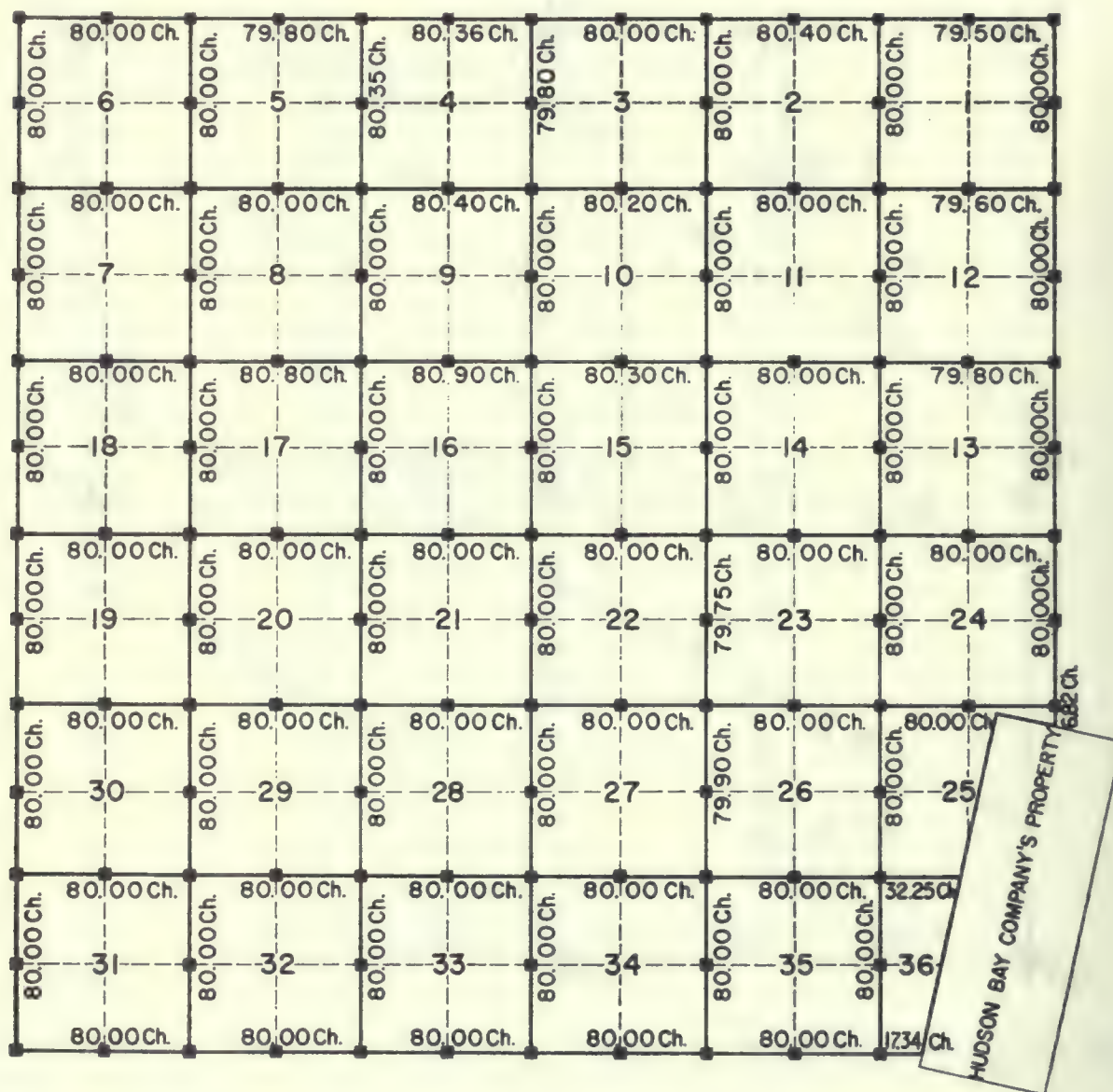
R.R.O. 1980, Reg. 928, Meth. 143.

PART VII
SECTIONAL TOWNSHIPS WITH SECTIONS AND QUARTER SECTIONS

METHOD 144

1. Section 42, clause a, a "sectional township with sections and quarter sections" means a township divided into sections and quarter sections having regular dimensions without road allowances between sections where the usual practice in the original survey was to survey the township boundaries and section lines and to establish the section corners and quarter section corners.

2. **SKETCH**



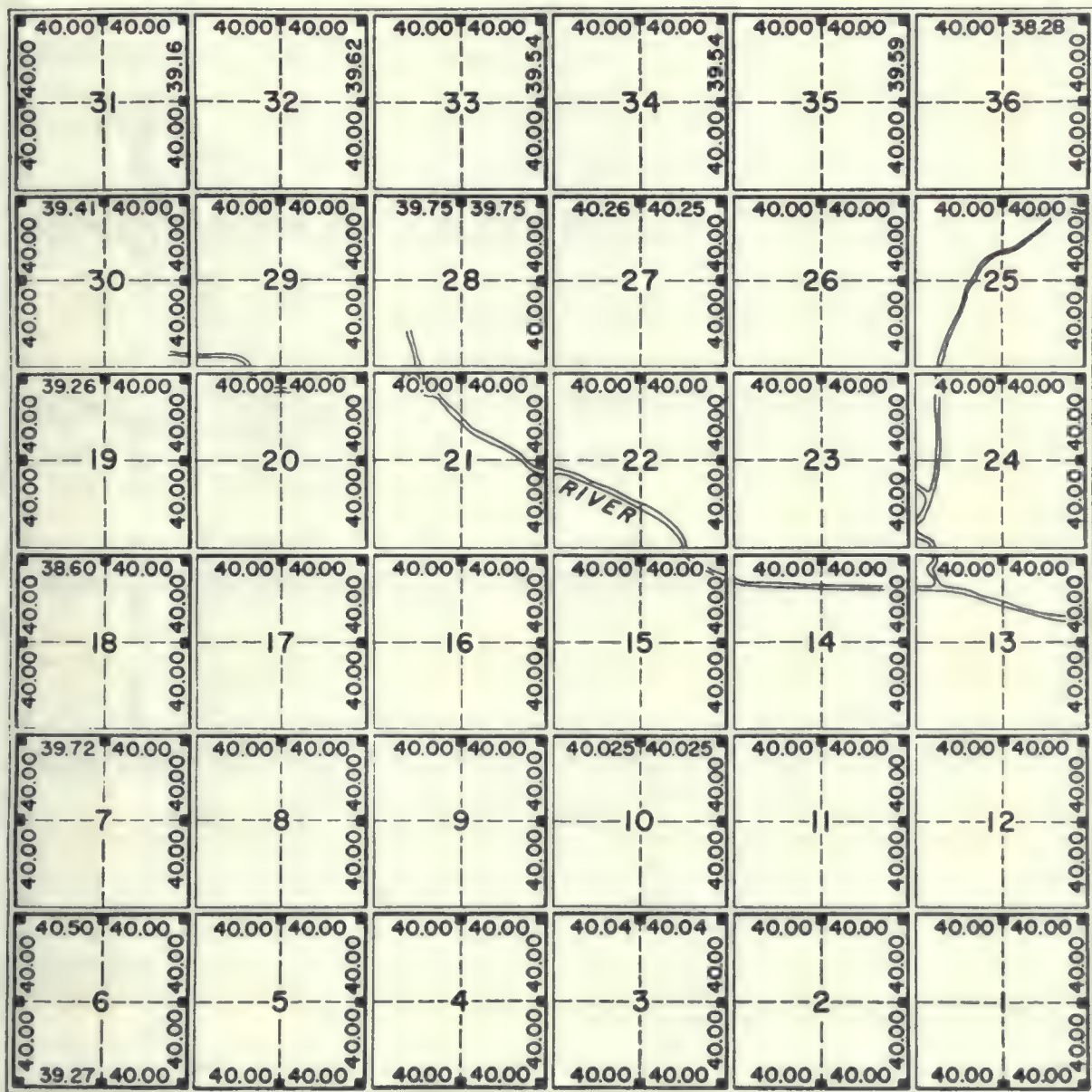
Heavy lines (—) indicate lines surveyed.

Squares (■) indicate section and quarter section corners established but not always posted.

R.R.O. 1980, Reg. 928, Meth. 144.

1. Section 42, clause b, a “sectional township with sections and quarter sections” means a township divided into sections and quarter sections having regular dimensions and with road allowances of uniform width between sections where the usual practice in the original survey was to survey the township boundaries and the section lines on the west and south sides of the road allowances and to establish the section corners and quarter section corners on the surveyed lines.

SKETCH

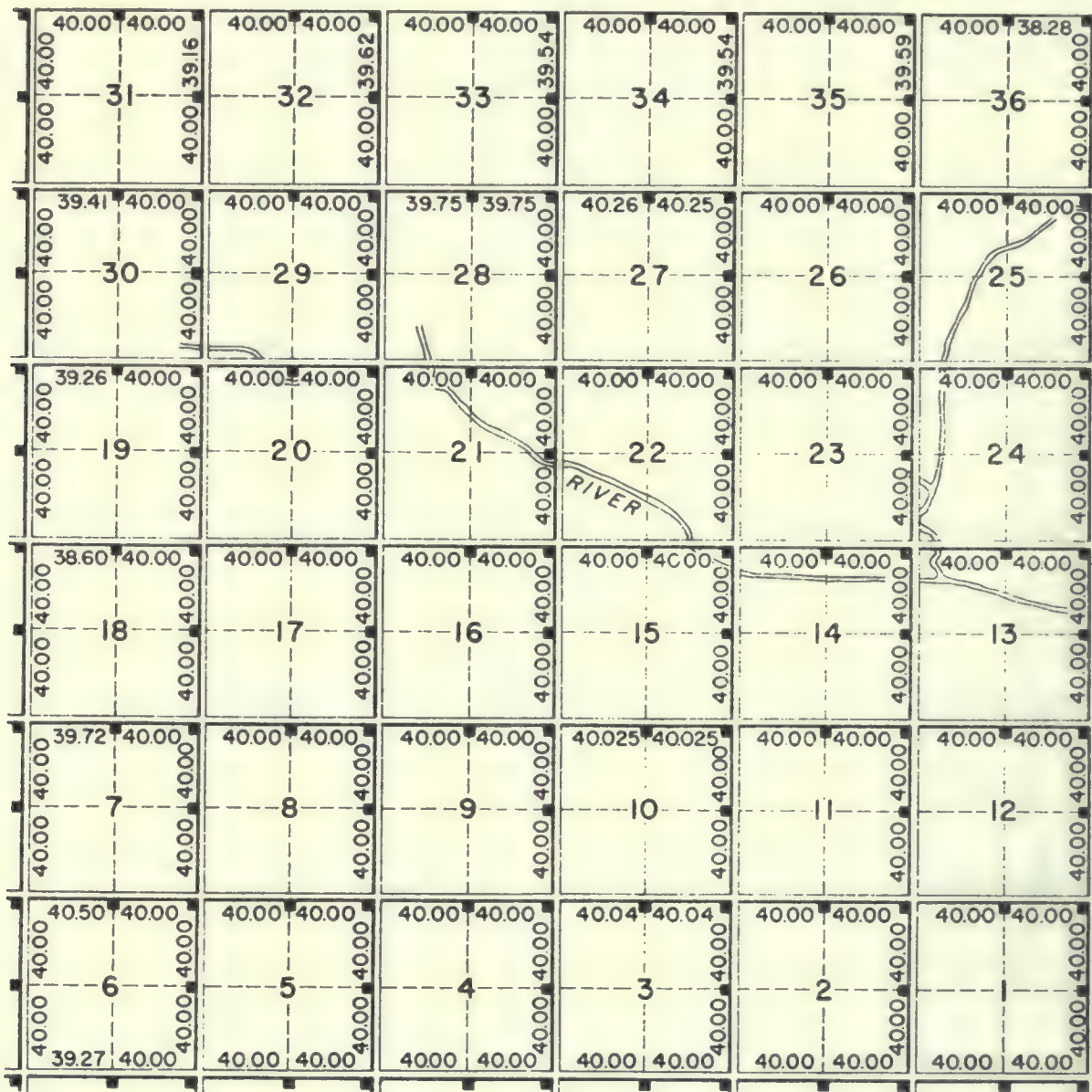


Squares (■) indicate section and quarter section corners usually posted.

Sketch (i) illustrates the corners usually posted on township boundaries that are abutted by a different system of survey or a tract of land not subdivided.

(ii)

SKETCH



Heavy lines (—) indicate lines surveyed.

Squares (■) indicate section and quarter section corners usually posted.

Sketch (ii) illustrates the corners usually posted on township boundaries that are abutted by the same system of survey.

R.R.O. 1980, Reg. 928, Meth. 145.

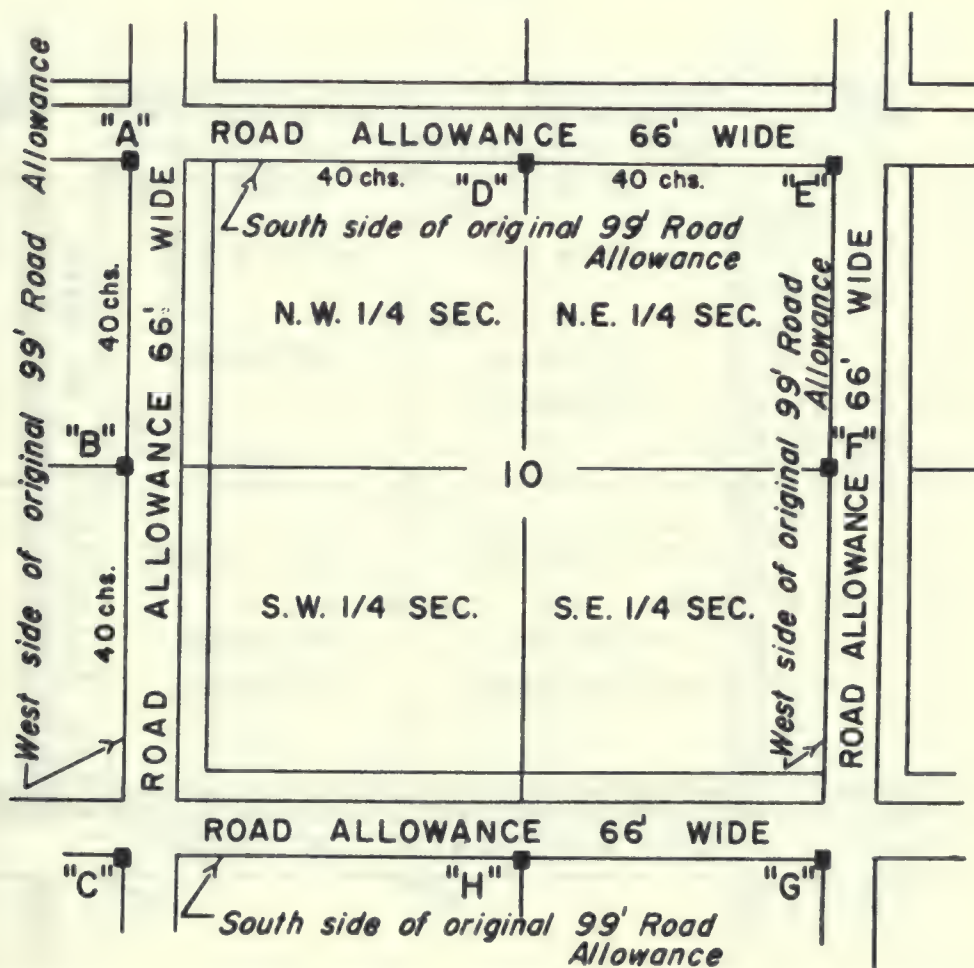
METHOD 146

1. Section 43, subsection 1, to define the limits of the one chain road allowance between sections in a sectional township with sections and quarter sections and road allowances between sections surveyed under the instructions of the Department of Interior of Canada with one and one-half chain road allowances between sections.

2. The one chain road allowance shall lie north and east of and adjoin the south and west sides of the one and one-half chain road allowance surveyed in the original survey.

3.

SKETCH



The one chain (66 feet) road allowance forms part of the original 1.5 chain (99 feet) road allowance and lies north of the south sides A-D-E and C-H-G of original road allowances and east of the west sides A-B-C and E-F-G of original road allowances.

R.R.O. 1980, Reg. 928, Meth. 146.

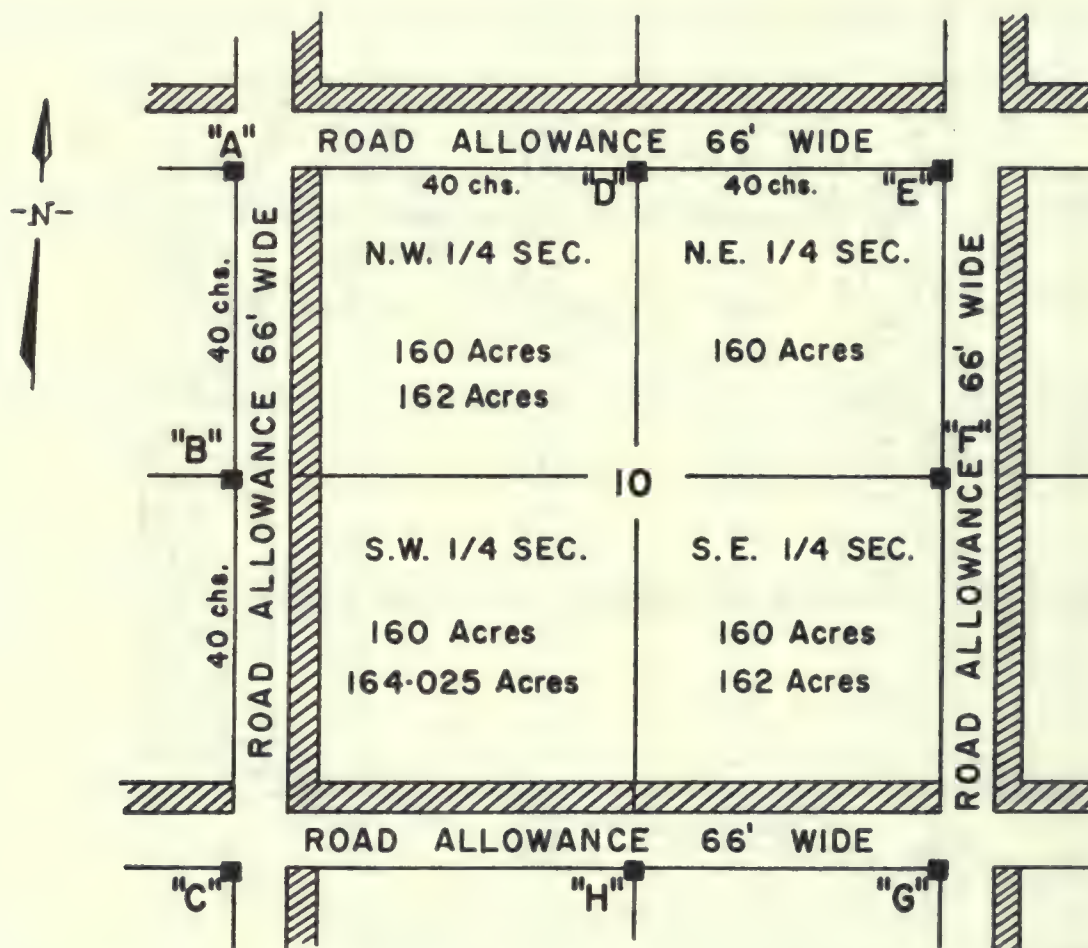
METHOD 147

1. Section 43, subsection 2, to define the strips of land formerly parts of the original one and one-half chain road allowance in a sectional township with sections and quarter sections and road allowances between sections surveyed under instructions of the Department of Interior of Canada.

2. The strips of land formerly forming parts of the original road allowances are detached from the original road allowances and attached to and form part of the quarter sections immediately adjoining the strips of land on the east and north limits thereof.

3.

SKETCH



Hatched areas are strips of land formerly parts of original road allowances, now attached to and forming part of the N.W. 1/4, S.W. 1/4 and the S.E. 1/4 of section 10 adjoining the strips on the east and north. N.W. 1/4 section originally surveyed with 160 acres is increased to 162 acres by strip on west side. S.E. 1/4 section originally surveyed with 160 acres is increased to 162 acres by strip on south side. S.W. 1/4 section originally surveyed with 160 acres is increased to 164.025 acres by strips on west and south side. N.E. 1/4 section remains unchanged.

R.R.O. 1980, Reg. 928, Meth. 147.

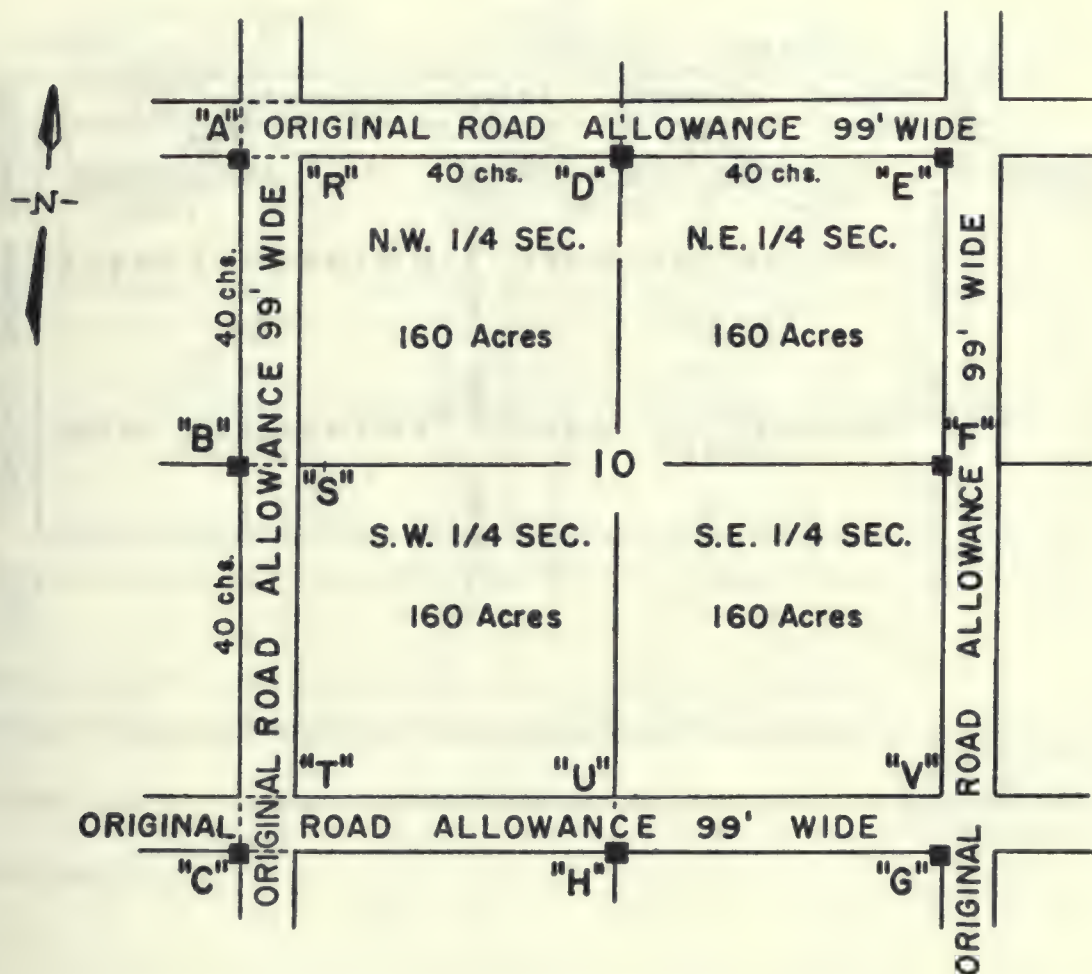
METHOD 148

1. Section 43, subsection 3, to define the governing points in a sectional township with sections and quarter sections and road allowances between sections surveyed under instructions of the Department of Interior of Canada, for the purpose of re-establishing a lost corner or obliterated boundary of a section or quarter section and establishing a section or quarter section corner not established in the original survey.

2. The governing points shall be the section and quarter section corners established in the original survey.

3.

SKETCH



Section and quarter section corners A, B, C, D, E, F, G, H shall be the governing points to re-establish a lost corner or obliterated boundary on surveyed lines A-C, E-G, A-E and C-G and also to establish section and quarter section corners S, T, U not established in the original survey of section 10.

R.R.O. 1980, Reg. 928, Meth. 148.

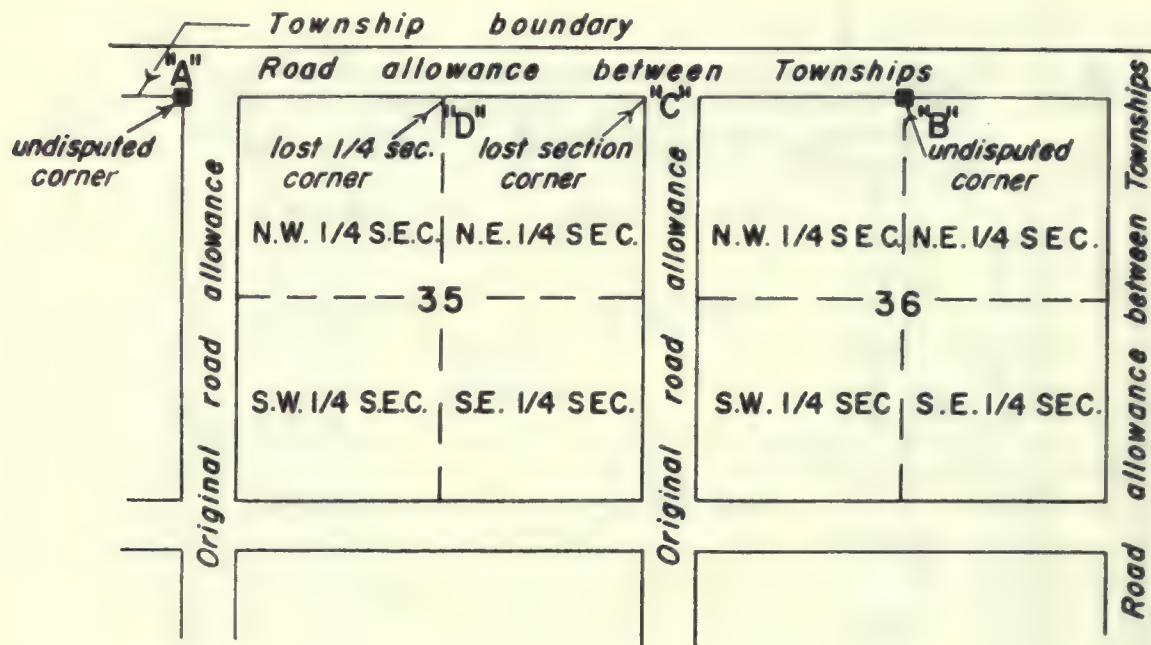
METHOD 149

1. Section 44, subsection 1, paragraph 2, to re-establish a lost corner of a section or quarter section surveyed in the original survey in a sectional township with sections and quarter sections and road allowances between sections where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



To re-establish lost section corner C, divide distance A-B proportionately as intended in the original survey, having due regard for the road allowances between sections.

To re-establish lost $\frac{1}{4}$ section corner D, divide distance A-C proportionately as intended in the original survey, having due regard for the road allowances between sections.

R.R.O. 1980, Reg. 928, Meth. 149.

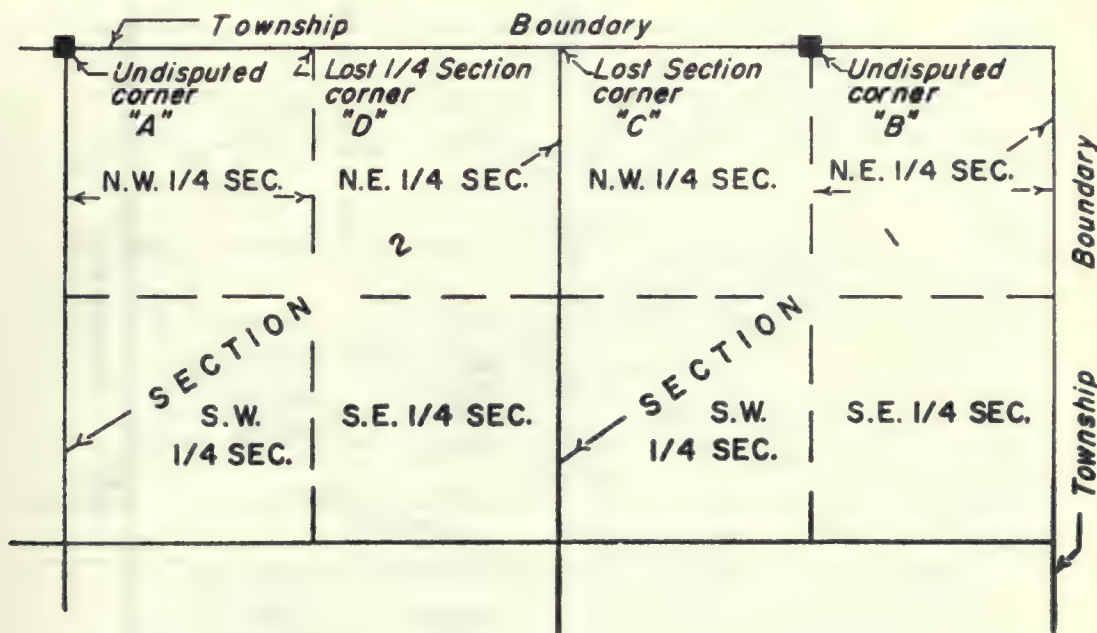
METHOD 150

1. Section 44, subsection 1, paragraph 2, to re-establish a lost corner of a section or quarter section in a sectional township with sections and quarter sections without road allowances between sections on a township boundary where no evidence of the lost corner exists.

2. Determine the distance between the two nearest undisputed corners, one being on either side of the lost corner, and re-establish the lost corner by dividing the distance proportionately as intended in the original survey.

3.

SKETCH



To re-establish lost section corner C, divide distance A-B proportionately as intended in the original survey.

To re-establish lost 1/4 section corner D, divide distance A-C proportionately as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 150.

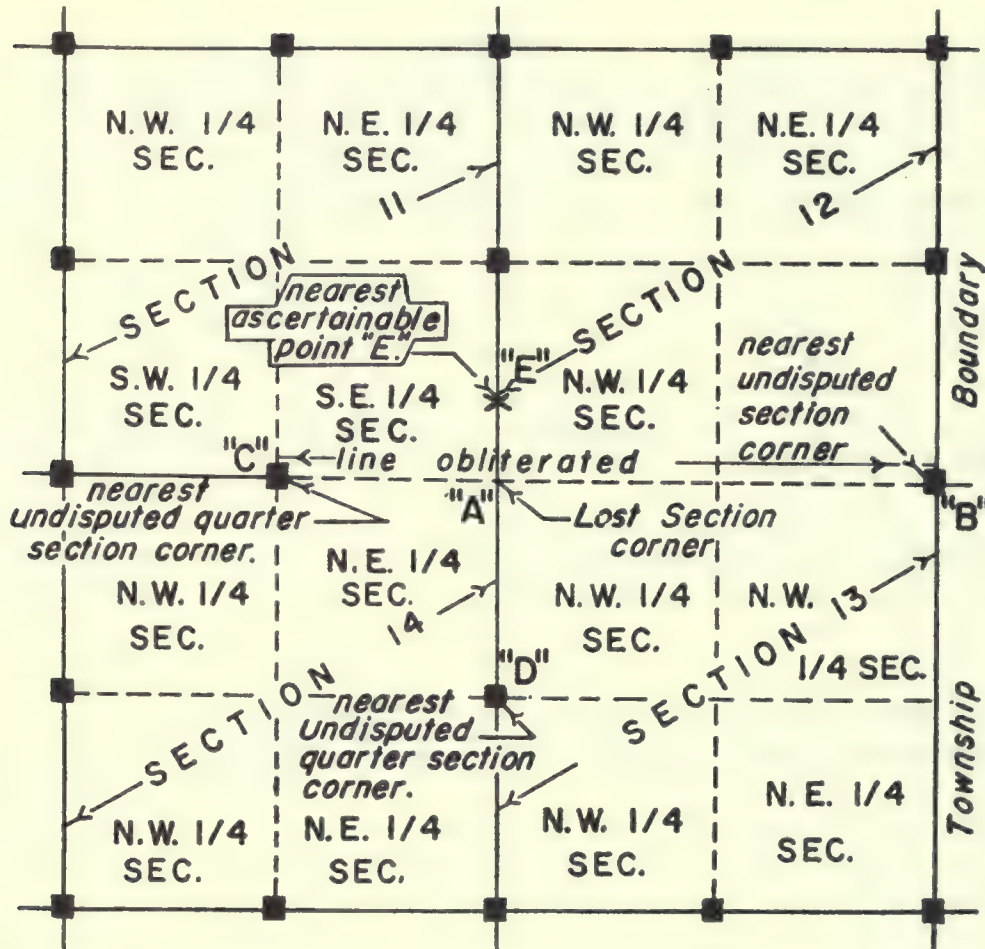
METHOD 151

1. Section 44, subsection 1, paragraph 3, to re-establish a lost corner of a section in a sectional township with sections and quarter sections without road allowances between the sections on a section boundary in the interior of the township and no evidence of the lost corner exists.

2. Intersect the straight lines joining the nearest ascertainable points on the adjoining intersecting section boundaries.

3.

SKETCH



Establish lost section corner A at the intersection of straight lines joining ascertainable point E and quarter section corner D and section corner B and quarter section corner C, respectively.

R.R.O. 1980, Reg. 928, Meth. 151.

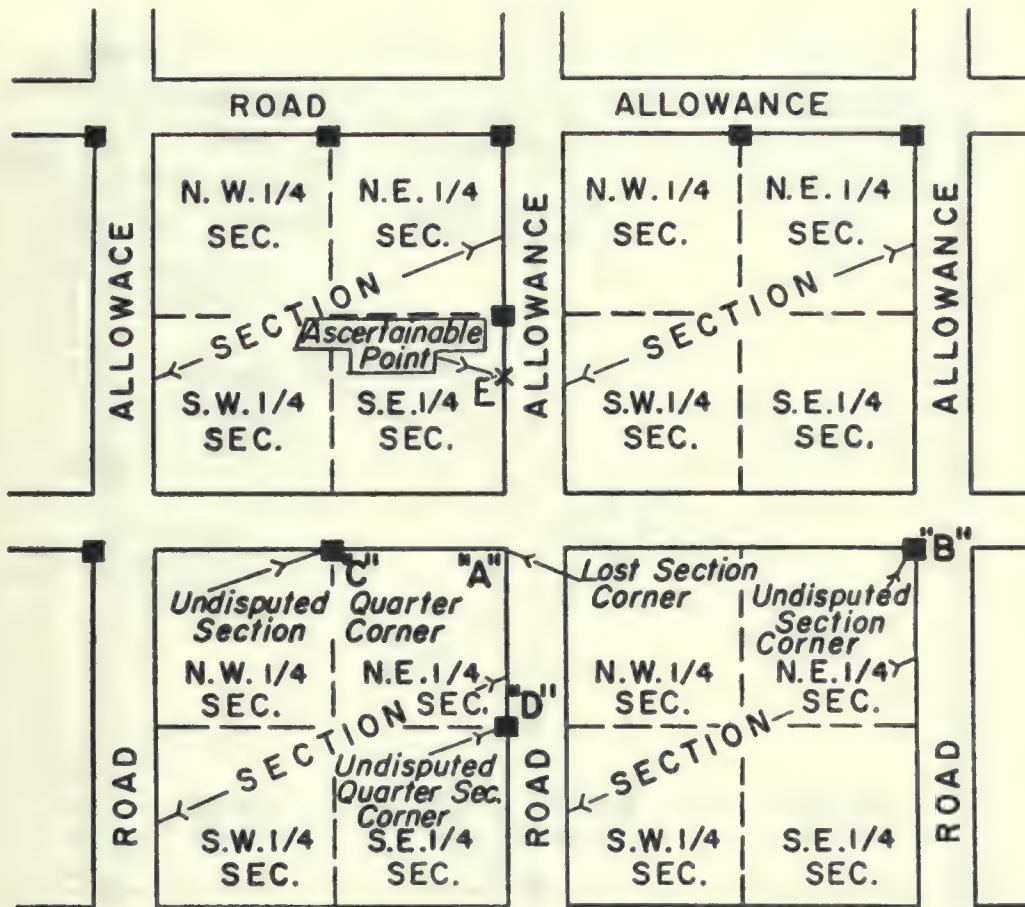
METHOD 152

1. Section 44, subsection 1, paragraph 3, to re-establish a lost corner of a section surveyed in the original survey in a sectional township with sections and quarter sections and road allowances between the sections on a section boundary in the interior of the township and no evidence of the lost corner exists.

2. Intersect the straight lines joining the nearest ascertainable points on the adjoining intersecting section boundaries.

3.

SKETCH



Establish lost section corner A at the intersection of straight lines joining ascertainable point E and quarter section corner D and quarter section corner C and section corner B, respectively.

R.R.O. 1980, Reg. 928, Meth. 152.

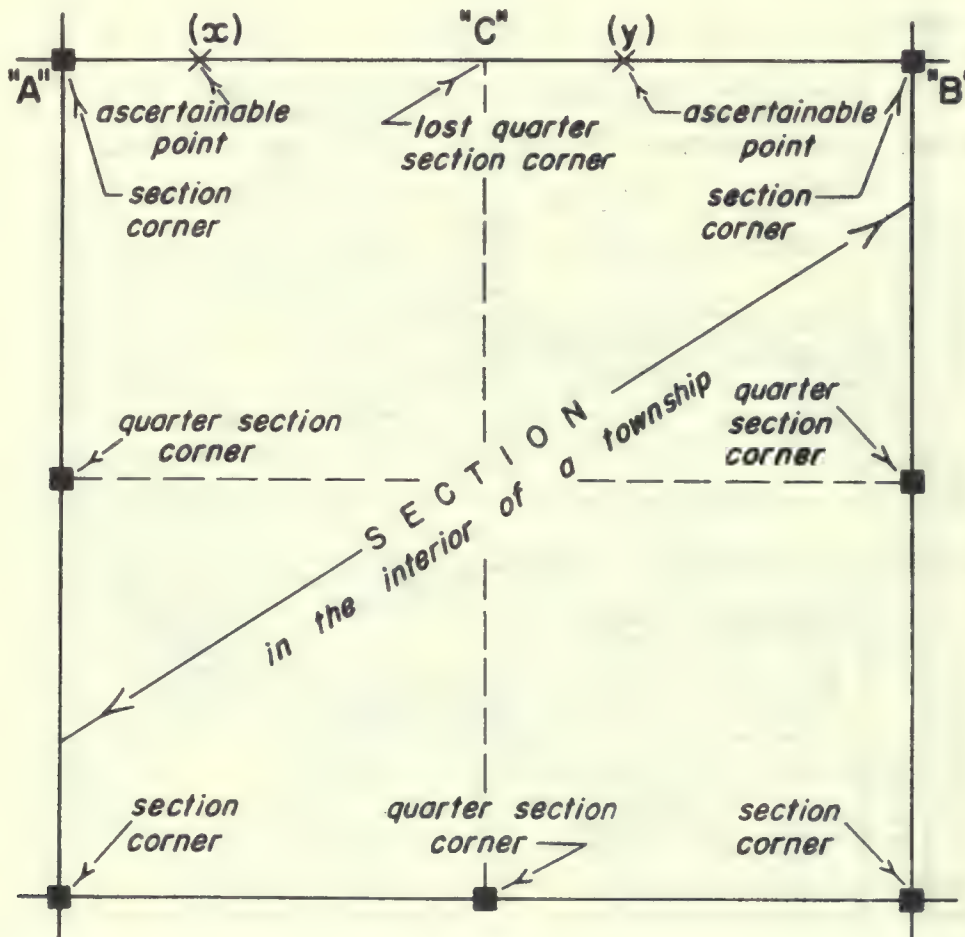
METHOD 153

1. Section 44, subsection 1, paragraph 4, to re-establish a lost corner of a quarter section in a sectional township with sections and quarter sections without road allowances between sections on a section boundary in the interior of the Township and no evidence of the lost corner exists.

2. Join the nearest ascertainable points on the section boundary. Determine the distance between the section corners along the boundary of the section in which the quarter section corner is lost and divide the distance proportionately as intended in the original survey.

3.

SKETCH



Re-establish lost quarter section corner C by joining ascertainable points X and Y and dividing the distance between section corners A and B proportionately as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 153.

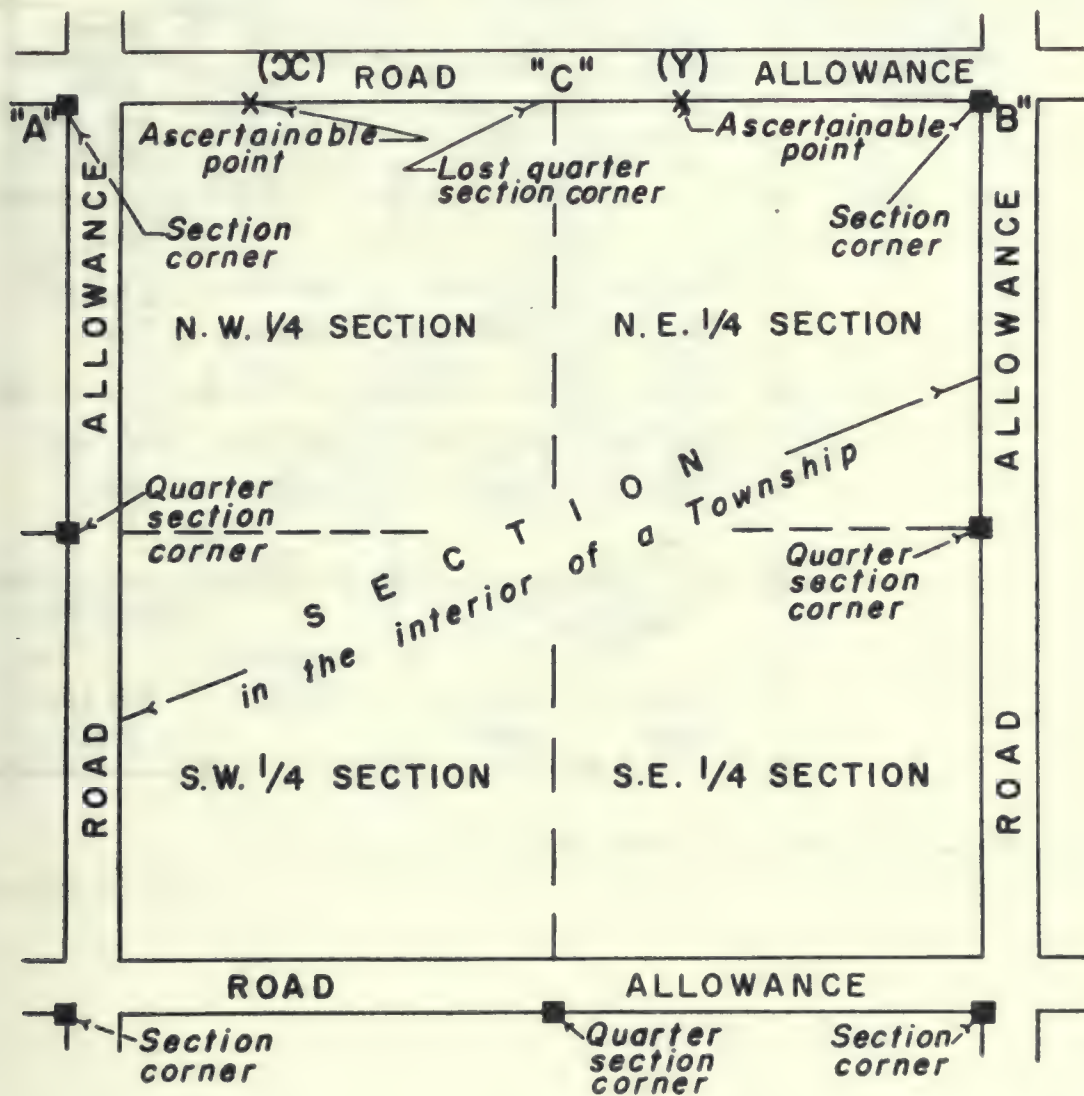
METHOD 154

1. Section 44, subsection 1, paragraph 4, to re-establish a lost corner of a quarter section in a sectional township with sections and quarter sections and with road allowances between sections on the surveyed boundary of a section in the interior of the township and no evidence of the lost corner exists.

2. Join the nearest ascertainable points on the section boundary in which the corner is lost. Determine the distance between the section corners of the section on the boundary in which the quarter section corner is lost and divide the distance proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

3.

SKETCH



Re-establish lost quarter section corner C by joining ascertainable points X and Y and dividing the distance between section corners A and B proportionately as intended in the original survey, having due regard for any road allowance made in the original survey.

R.R.O. 1980, Reg. 928, Meth. 154.

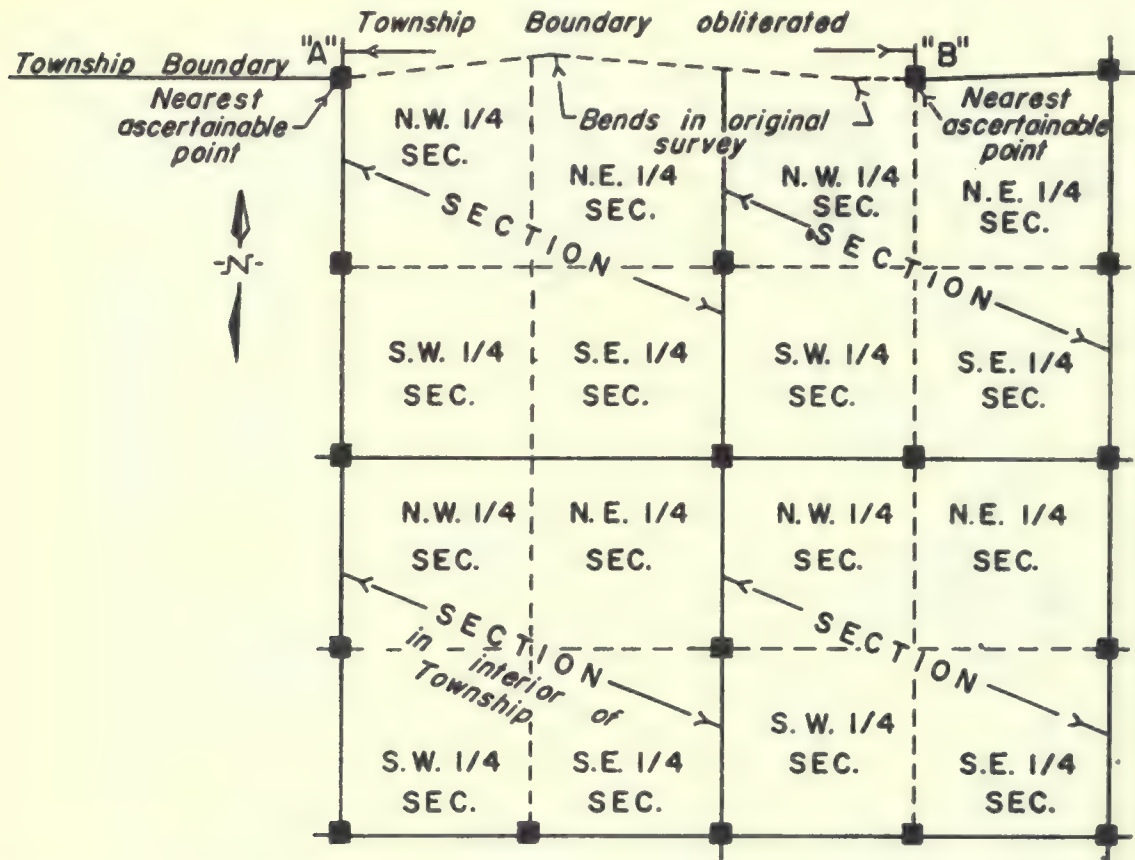
METHOD 155

1. Section 44, subsection 1, paragraph 5, to re-establish a part of an obliterated township boundary in a sectional township with sections and quarter sections without road allowances between sections and no evidence of the township boundary exists.

2. Join the nearest ascertainable points of the township boundary as intended in the original survey.

3.

SKETCH



Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 155.

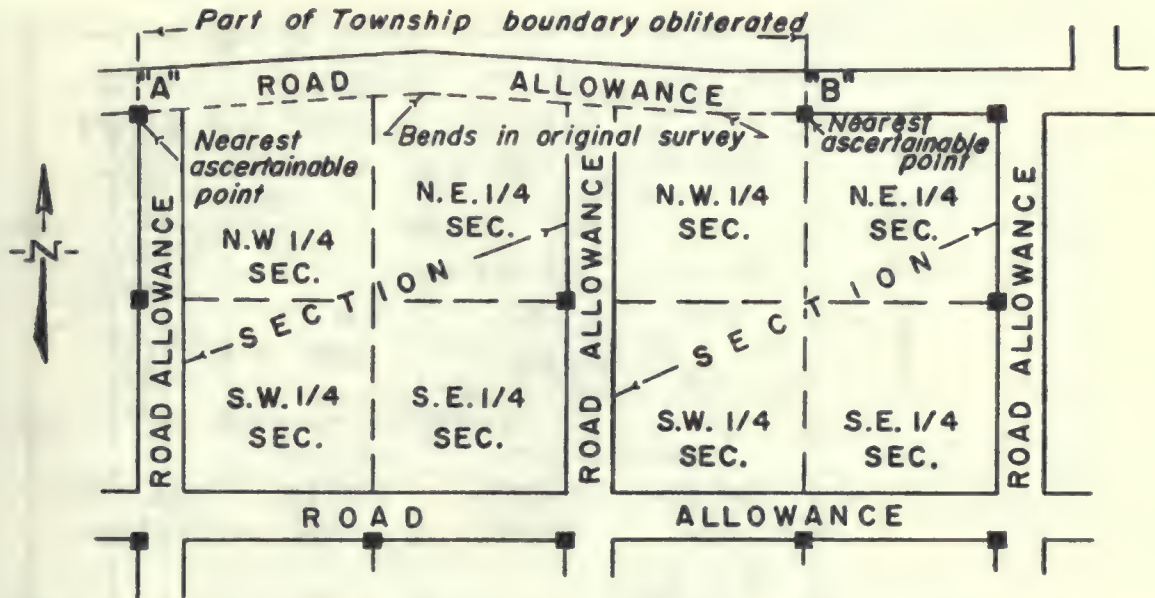
METHOD 156

1. Section 44, subsection 1, paragraph 5, to re-establish a part of an obliterated township boundary in a sectional township with sections and quarter sections and with road allowances between the sections and no evidence of the township boundary exists.

2. Join the nearest ascertainable points of the township boundary as intended in the original survey, having due regard for any road allowance made in the original survey between the sections.

3.

SKETCH



Re-establish by joining the nearest ascertainable points A and B as intended in the original survey, having due regard for any road allowance made in the original survey.

R.R.O. 1980, Reg. 928, Meth. 156.

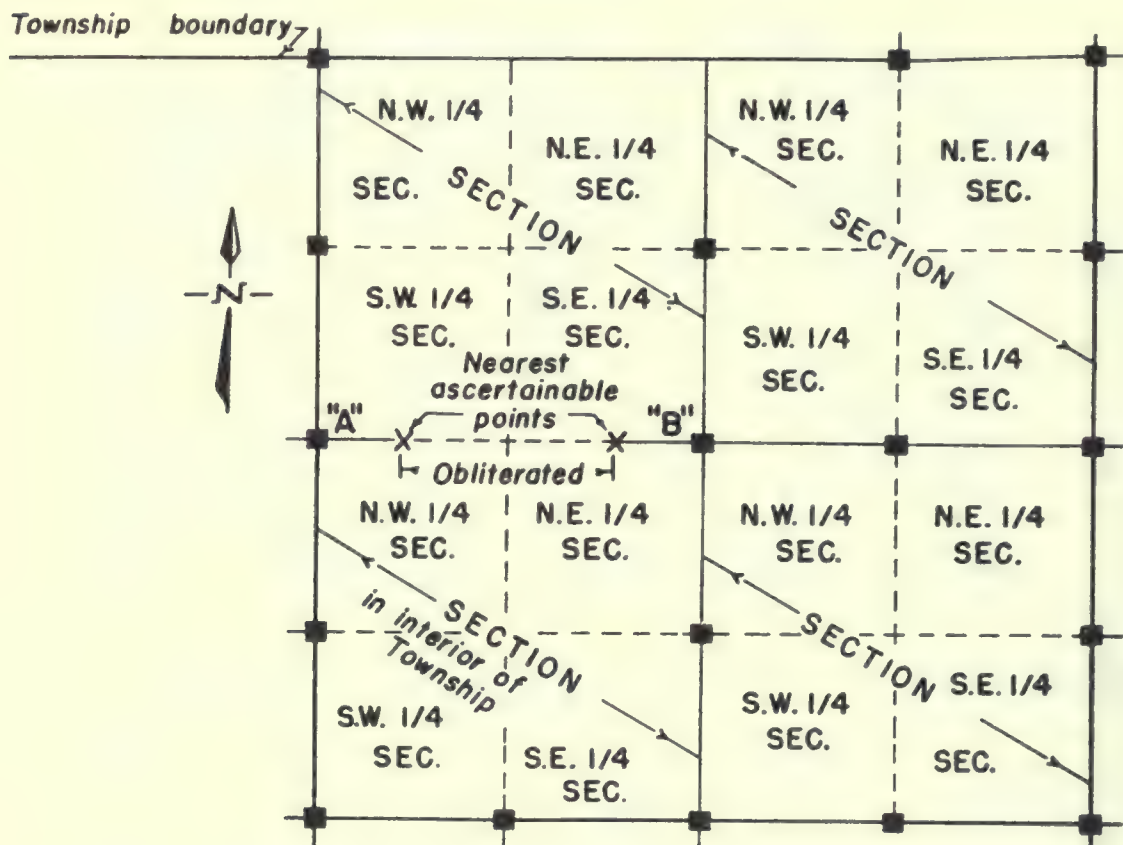
METHOD 157

1. Section 44, subsection 1, paragraph 6, to re-establish a part of an obliterated section boundary in a sectional township with sections and quarter sections without road allowances between sections in the interior of a township and no evidence of the section boundary exists.

2. Join the nearest ascertainable points of the section boundary as intended in the original survey.

3.

SKETCH



Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 157.

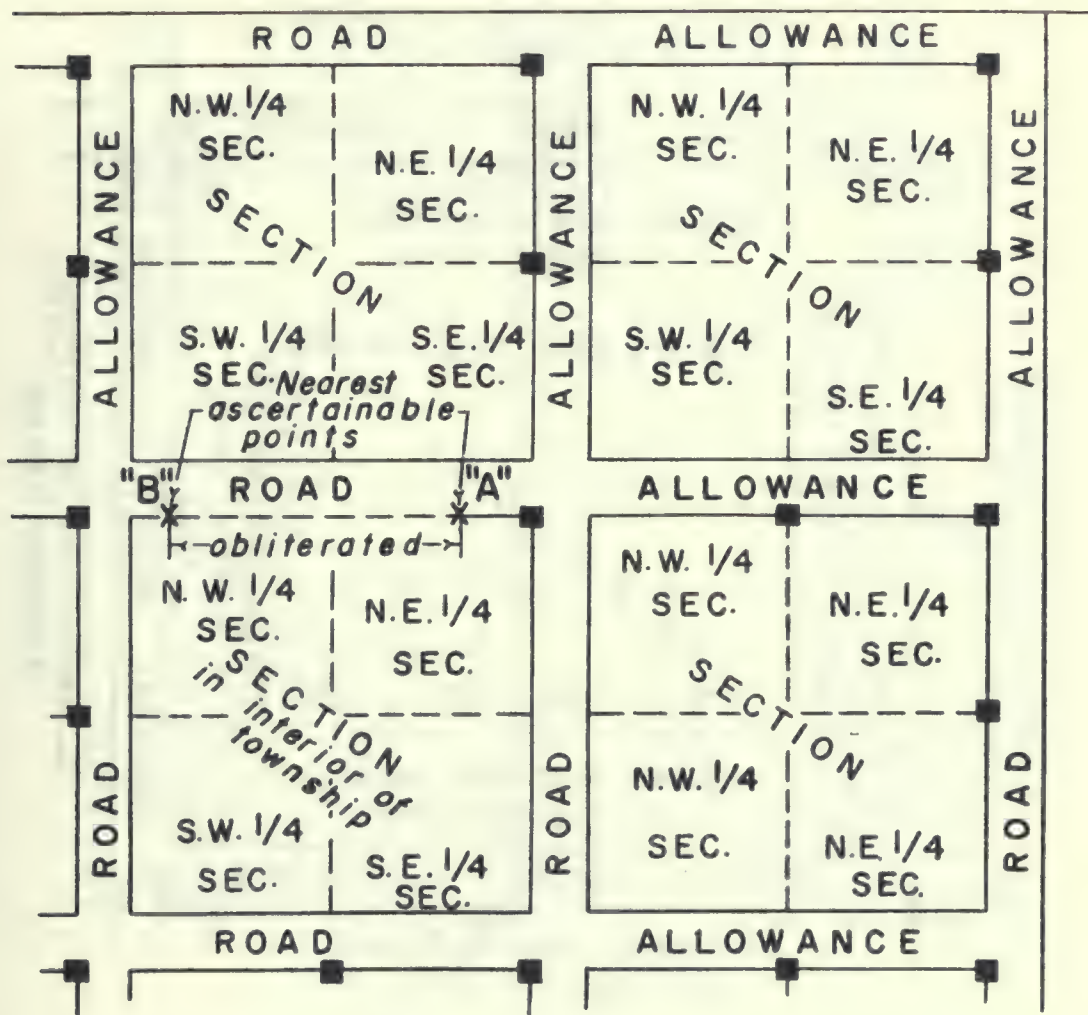
METHOD 158

1. Section 44, subsection 1, paragraph 6, to re-establish a part of an obliterated section boundary in a sectional township with sections and quarter sections and with road allowances between sections in the interior of a township surveyed in the original survey and no evidence of the section boundary exists.

2. Join the nearest ascertainable points of the section boundary as intended in the original survey.

3.

SKETCH



Re-establish by joining the nearest ascertainable points A and B as intended in the original survey.

R.R.O. 1980, Reg. 928, Meth. 158.

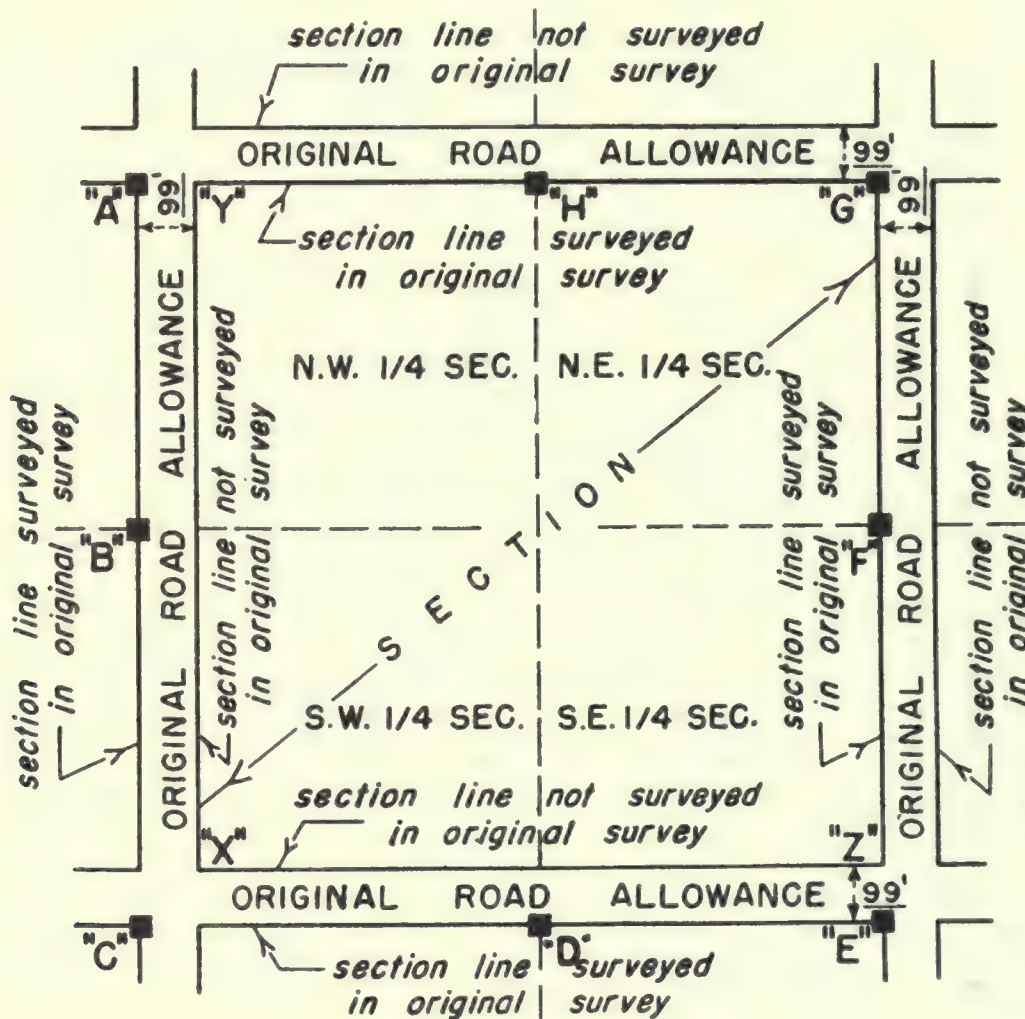
METHOD 159

1. Section 44, subsection 2, to establish an original section line on the north or east side of the original road allowance in a sectional township with sections and quarter sections and with road allowances between sections defined in Method 145 and not surveyed in the original survey.

2. Measure the width of the road allowance shown on the original plan and field notes from the section line on the south or west side, as the case may be, of the original road allowance.

3.

SKETCH



To establish section boundaries X-Y and X-Z not surveyed in the original survey, measure the width of the original road allowance shown on the original plan and field notes from the section boundaries A-B-C and C-D-E, respectively, both of which were surveyed in the original survey.

R.R.O. 1980, Reg. 928, Meth. 159.

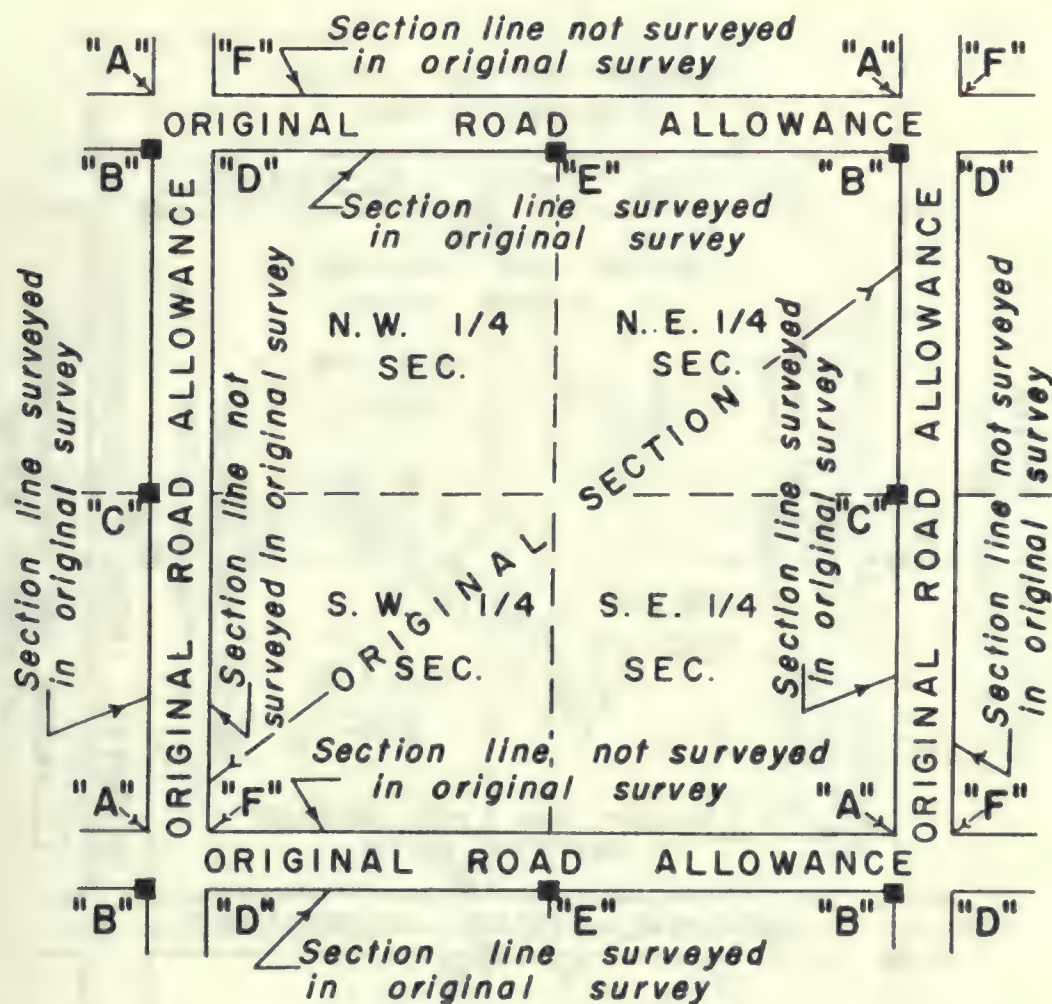
METHOD 160

1. Section 45, clause a, to establish a corner of a section shown on the original plan and field notes in a sectional township with sections and quarter sections and with road allowances between sections defined in Method 145 on a section line not surveyed in the original survey.

2. Measure the widths of the road allowances shown on the original plan and field notes from the two section corners of the adjacent sections on the opposite sides of the road allowances.

3.

SKETCH



At points B, C and E survey posts were generally planted in the original survey on section lines surveyed in the original survey.

Points A and D on section lines surveyed in the original survey were established but not usually posted in the original survey. Establish section corners at points F by measuring the widths of the road allowances shown on the original plan and field notes from the section corners at points A and D.

R.R.O. 1980, Reg. 928, Meth. 160.

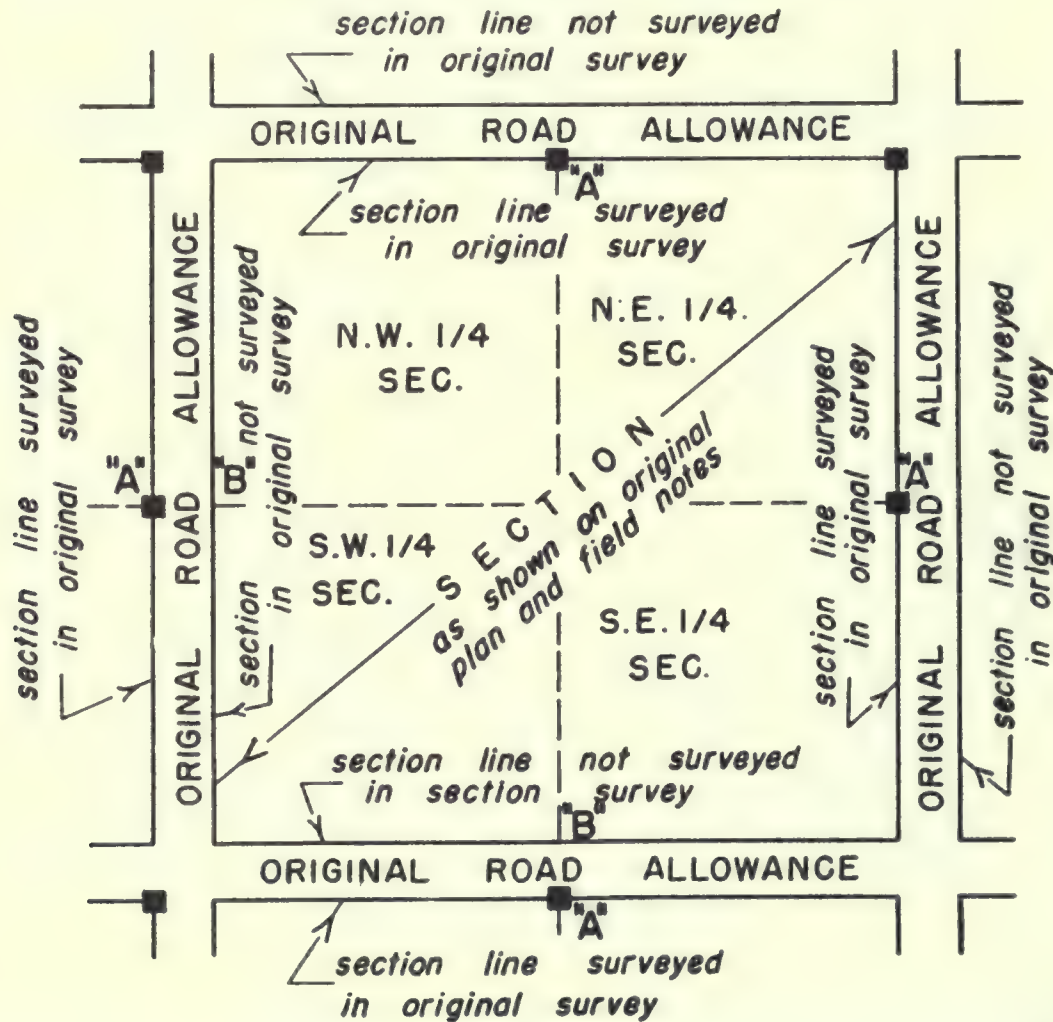
METHOD 161

1. Section 45, clause b, to establish a corner of a quarter section shown on the original plan and field notes in a sectional township with sections and quarter sections and with road allowances between the sections defined in Method 145 on a section line not surveyed in the original survey.

2. Measure the width of the road allowance as shown on the original plan and field notes from the opposite quarter section corner on the other side of the road allowance and join a straight line between that quarter section corner and the opposite quarter section corner at the other side of the section.

3.

SKETCH



Establish quarter section corners at points B by joining straight lines between quarter section corners at points A which are opposite to each other and measuring along such lines the width of the road allowances as shown on the original plan and field notes.

R.R.O. 1980, Reg. 928, Meth. 161.

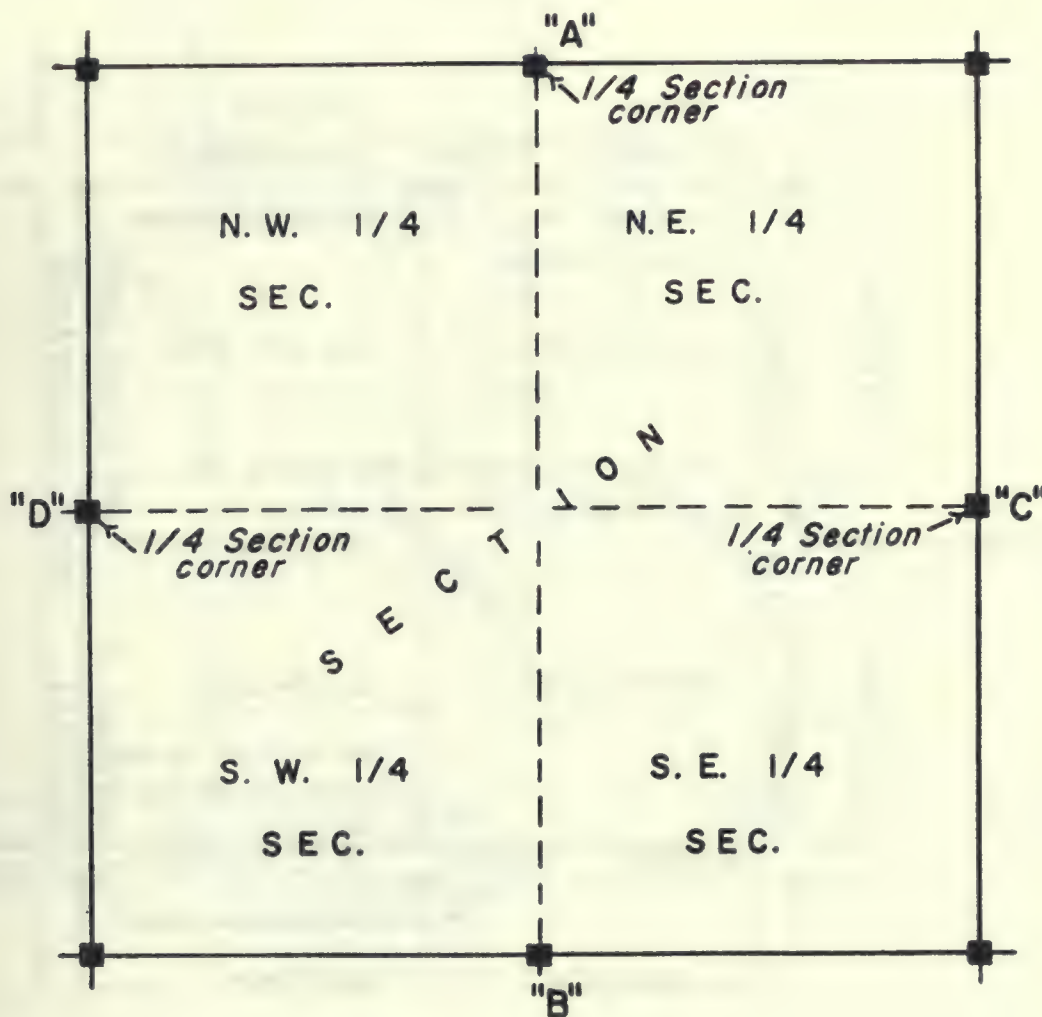
METHOD 162

1. Section 46, to establish the interior boundaries of half sections or quarter sections in a sectional township with sections and quarter sections without road allowances between the sections.

2. Connect the opposite quarter section corners on the boundaries of the section by straight lines.

3.

SKETCH



Establish interior boundary of $\frac{1}{2}$ section by connecting points A and B by a straight line.

Establish interior boundaries of $\frac{1}{4}$ sections by connecting points A and B and C and D by straight lines.

R.R.O. 1980, Reg. 928, Meth. 162.

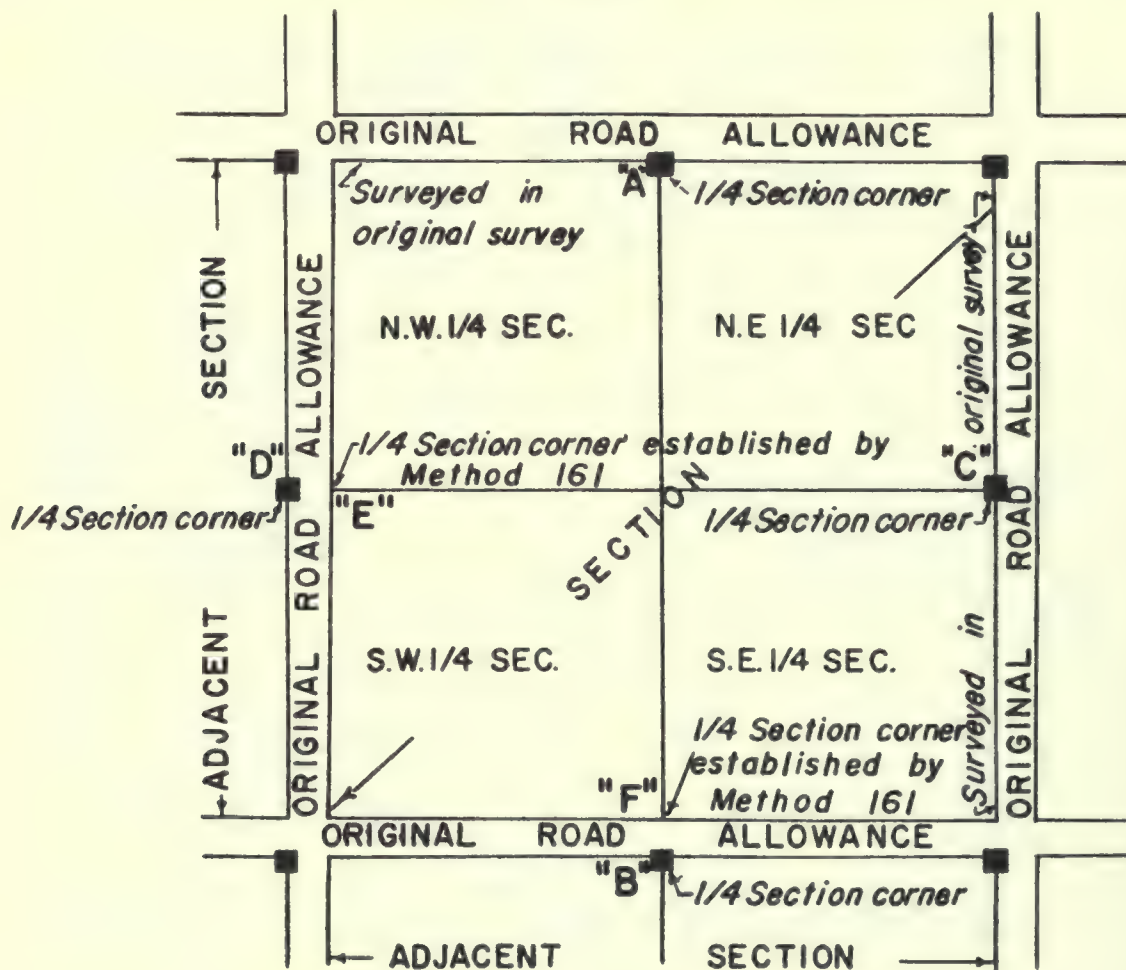
METHOD 163

1. Section 46, to establish the interior boundaries of half sections or quarter sections in a sectional township with sections and quarter sections and with road allowances between the sections.

2. Connect the opposite quarter section corners on the surveyed section boundaries of the section and the quarter section corners on the surveyed boundaries of the adjacent sections opposite the quarter section corners in the sections which were not posted in the original survey.

3.

SKETCH



Establish interior boundaries of a half section by connecting $\frac{1}{4}$ section corners at A and B or C and D with a straight line.

Establish interior boundaries of the $\frac{1}{4}$ sections by connecting $\frac{1}{4}$ section corners A and B and C and D with straight lines.

R.R.O. 1980, Reg. 928, Meth. 163.

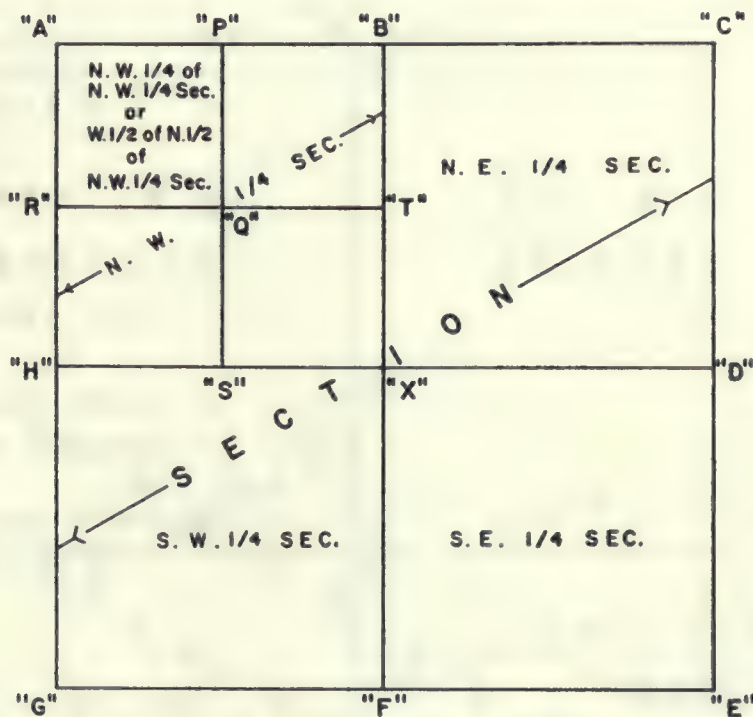
METHOD 164

1. Section 47, subsection 1, to determine the aliquot part of a quarter section in a sectional township with sections and quarter sections.

2. The aliquot part of a quarter section is the aliquot part of the frontage or the depth between the quarter section corners determined by survey whether or not the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3.

SKETCH



North west 1/4 section A, B, X, H contains by measurement 162 acres and is described in grant as 160 acres.

North west 1/4 of the north west 1/4 section or the west half of the north half of the north west 1/4 section shall be determined by aliquot division of the frontage and depths as follows:

Distance A-P 1/2 distance A-B
 Distance A-R 1/2 distance A-H
 Distance B-T 1/2 distance B-X
 Distance H-S 1/2 distance H-X

R.R.O. 1980, Reg. 928, Meth. 164.

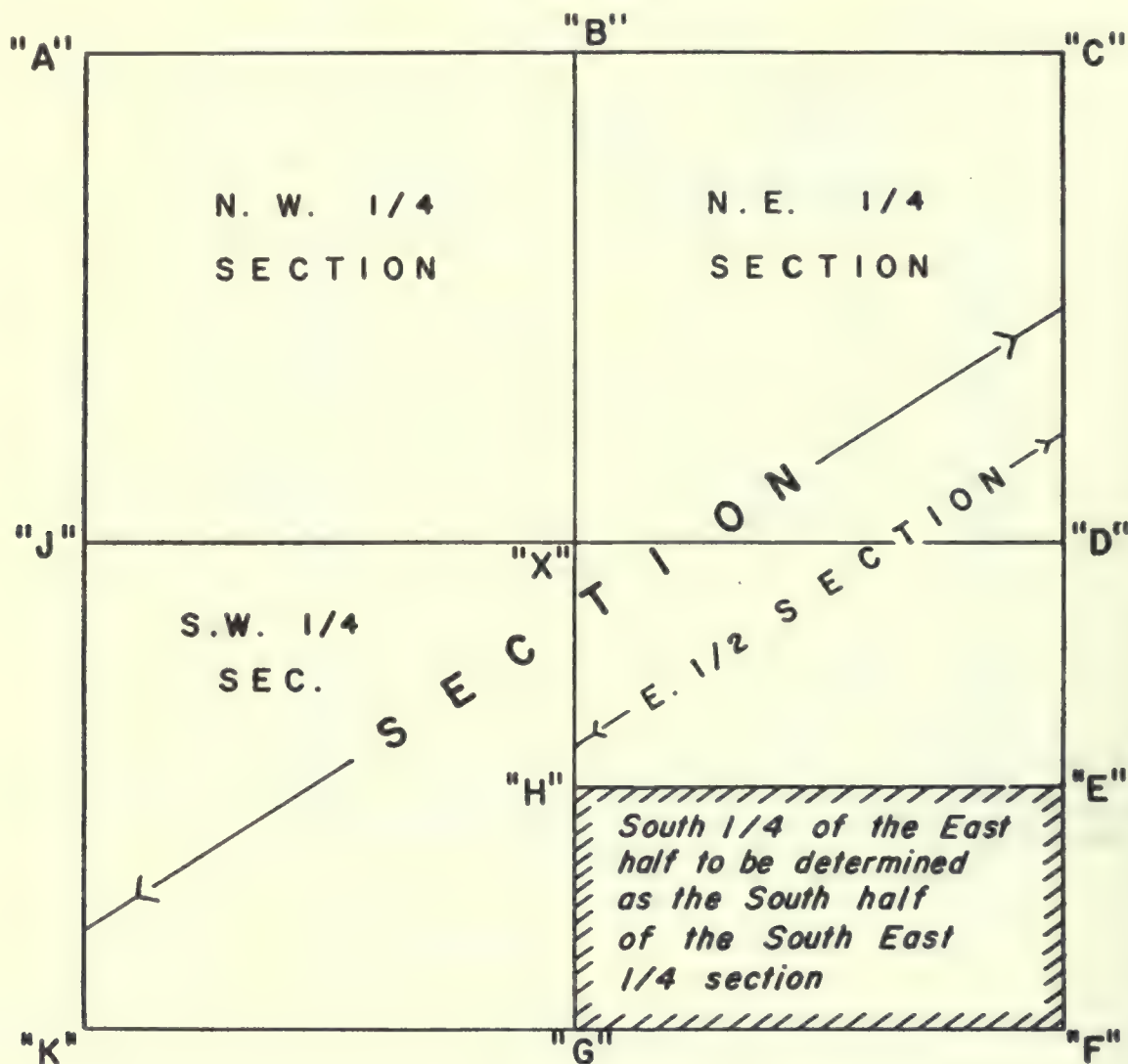
METHOD 165

1. Section 47, subsection 2, to define the aliquot part of a half section in a sectional township with sections and quarter sections.

2. The aliquot part of a half section is the aliquot part of the frontage or depth between the quarter section corners of the quarter sections forming the half section as determined by survey whether or not the area so determined is more or less than the area expressed in any grant or other instrument that intended to describe the part.

3.

SKETCH



East half of section B-C-F-G contains by survey 322 acres and is expressed in a grant as 320 acres.

The south quarter of the east half shall be determined by survey as the south half of the south east quarter section as follows:

Establish quarter section corners X and D and fix E-F as $\frac{1}{2}$ of D-F and H-G as $\frac{1}{2}$ of X-G.

R.R.O. 1980, Reg. 928, Meth. 165.

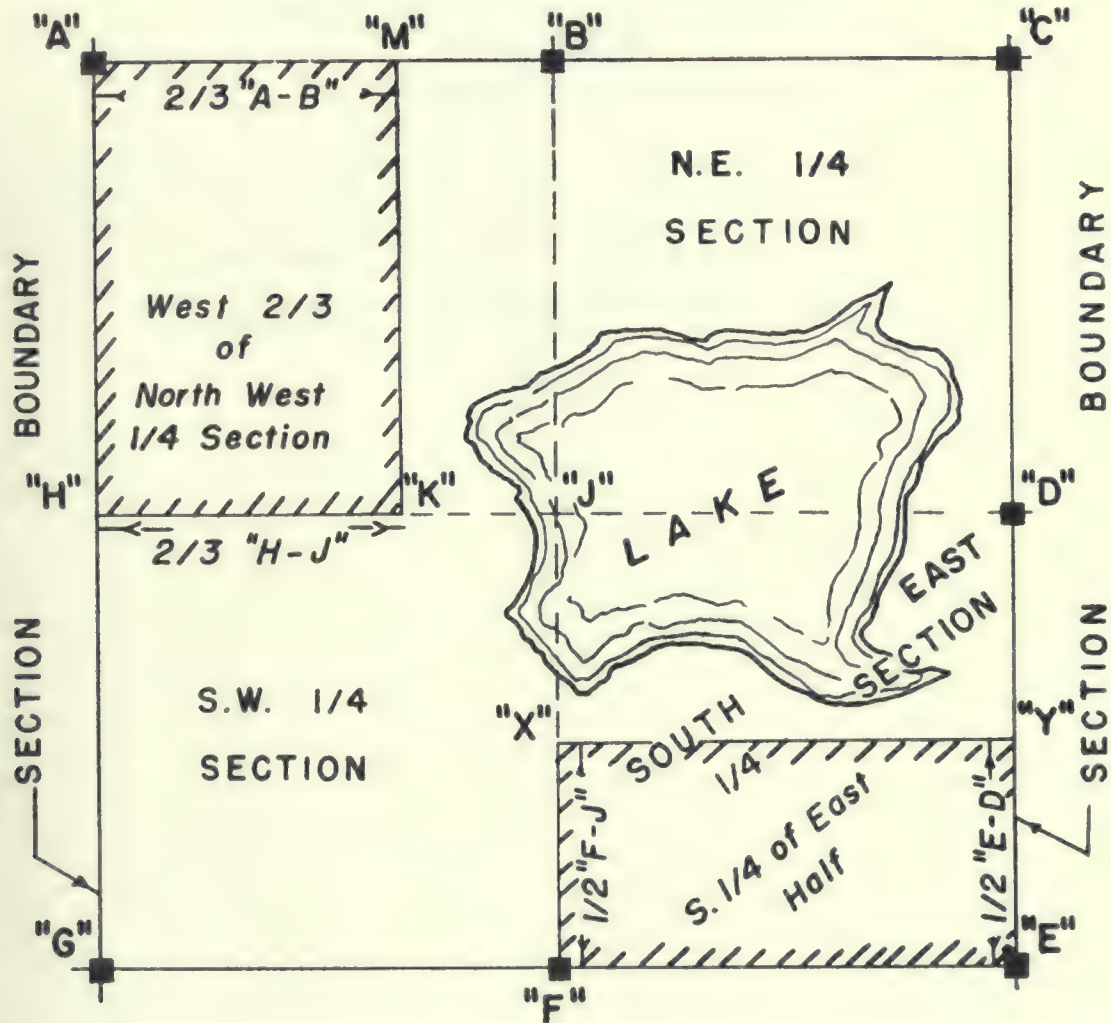
METHOD 166

1. Section 47, subsection 3, to establish the boundaries of aliquot parts of a quarter section or a half section in a sectional township with sections and quarter sections.

2. Connect by straight lines the points opposite each other on the boundaries of each quarter section determined by dividing the frontage and depth along each boundary of each quarter section into aliquot parts.

3.

SKETCH



Interior boundary of the west $\frac{2}{3}$ A-M-K-H of the north west quarter section A-B-J-H shall be surveyed by joining with a straight line points M and K which points fix the aliquot division of depth along the quarter section boundaries A-B and H-J, respectively.

Interior boundary of the south $\frac{1}{4}$ X-Y-E-F of the east $\frac{1}{2}$ B-C-E-F shall be surveyed by joining with a straight line the midway points X and Y of the south east quarter section boundaries J-F and D-E, respectively.

R.R.O. 1980, Reg. 928, Meth. 166.

Technology Centres Act
Loi sur les centres de technologie

REGULATION 1030

**ONTARIO CENTRE FOR RESOURCE MACHINERY
TECHNOLOGY**

1. The Ontario Centre for Resource Machinery Technology is continued. O. Reg. 685/83, s. 1, *revised*.
 2. The Centre shall pursue its object in the resource machinery sector. O. Reg. 685/83, s. 2, *revised*.
 3. The operational period of the Centre expires with the 31st day of December, 1994. O. Reg. 625/89, s. 1, *revised*.
 4. The head office of the Centre shall be located in the City of Sudbury. O. Reg. 685/83, s. 4, *revised*.
-

Theatres Act *Loi sur les cinémas*

REGULATION 1031

GENERAL

DEFINITIONS

1. In this Regulation,

“film exchange—distributor” means a film exchange that is in the business of distributing film for purposes of exhibition or to other film exchanges;

“film exchange—retailer” means a film exchange that is in the business of distributing film to the general public for home use;

“film festival” means an event that is held for the purpose of the appreciation of film as an art form and that is,

- (a) held not more than twice in each year for periods of no more than fourteen days each, and
- (b) organized by a corporation that,
 - (i) does not have gain for any of its objects,
 - (ii) has a board of directors composed of members of the community the event intends to serve,
 - (iii) receives funds to support the event from a municipal, provincial or federal government in Canada;

“public art gallery” means a corporation that has as its primary objective the collection, preservation, interpretation or exhibition of works in the visual arts and that,

- (a) does not have gain for any of its objects,
- (b) has a board of directors composed of members of the community the gallery intends to serve,
- (c) has been incorporated for at least one year or exhibiting film for at least one year,
- (d) receives funds to support its primary objective from a municipal, provincial or federal government in Canada, and
- (e) has fixed premises from which it conducts its activities;

“public library” means a public library within the meaning of the *Public Libraries Act*;

“school” means a private school and a school within the meaning of subsection 1 (1) of the *Education Act* and includes a College of Applied Arts and Technology and a post-secondary educational institution. O. Reg. 487/88, s. 1.

THEATRE REQUIREMENTS

2.—(1) Every holder of a theatre licence shall ensure that the lighting in corridors, stairways, passageways, restrooms, foyers, aisles and lobbies in each theatre operated by the holder is in operation at all times when the public has access to the theatre.

(2) Every holder of a Class A or Class B theatre licence shall ensure that every exit in the theatre is indicated by an illuminated sign with the word “exit” clearly displayed.

(3) Every holder of a theatre licence shall ensure that, with

respect to each theatre operated by the holder, the exterior lighting of the theatre and lighting in exterior passageways used by the public from the theatre is in operation at all times after sunset.

(4) Subsection (3) does not apply when there are no members of the public in the theatre.

(5) Every holder of a Class C theatre licence shall ensure all entrance and exit driveways at each Class C theatre operated by the holder are lit at all times that the theatre is used by the public. O. Reg. 487/88, s. 2.

3. Every holder of a Class A or Class B theatre licence shall ensure that each emergency exit door is tested each day at the time of the opening of the theatre for the admission of the public to ensure that the door may be opened. O. Reg. 487/88, s. 3.

4. Every holder of a Class A theatre licence shall ensure that all seats in any part of the auditorium of the theatre operated by the holder are securely attached to the floor. O. Reg. 487/88, s. 4.

5.—(1) Every holder of a theatre licence shall ensure that no fuel is stored in a furnace room in a theatre operated by the holder except for fuel oil that is stored in a storage tank.

(2) Every holder of a theatre licence shall ensure that, with respect to each theatre operated by the holder, the fire extinguishing equipment and emergency lighting system in the theatre is kept in good working order. O. Reg. 487/88, s. 5.

PROJECTIONISTS

6. Every licensed projectionist shall have his or her licence in his or her possession while on duty in a theatre and shall produce the licence when required by an inspector. O. Reg. 487/88, s. 6.

7.—(1) Every holder of a Class A or Class C theatre licence shall ensure that a licensed projectionist responsible for the operation of projection equipment is on the theatre premises at any time when film is being exhibited in the theatre.

(2) Every holder of a Class B theatre licence shall ensure that a licensed projectionist responsible for the operation of projection equipment is on the theatre premises at any time when standard film is being exhibited in the theatre. O. Reg. 487/88, s. 7.

8. No projectionist shall,

- (a) operate or permit the operation of any projection equipment that the projectionist knows to be defective; or
- (b) use defective or overloaded reels. O. Reg. 487/88, s. 8.

9. Every licensed projectionist shall, while on duty in a theatre,

- (a) ensure that the projection equipment in the theatre is in good repair and in good working condition at all times; and
- (b) inspect and keep in good repair all film in the theatre that is under the control of the projectionist. O. Reg. 487/88, s. 9.

10. A holder of an apprentice licence shall only operate projection equipment designed for the use of standard film in a theatre under the direct supervision of a projectionist holding a licence as a first-class projectionist or a second-class projectionist. O. Reg. 487/88, s. 10.

SIGNS AND NOTICES

11.—(1) Every person who exhibits film shall prominently display a sign indicating the classification of the film at the principal entrance to the theatre or other premises where the film is being exhibited.

(2) Where film classified as adult accompaniment is being exhibited, each person exhibiting the film shall, in addition to the sign required under subsection (1), prominently display at the principal entrance to the theatre or other premises where the film is being exhibited, a notice that states that persons under fourteen years of age must be accompanied by a person eighteen years of age or over.

(3) Where film classified as restricted is exhibited, the person exhibiting the film shall prominently display at the principal entrance to the theatre or other premises where the film is being exhibited, a sign that bears on both sides a silhouette of a key on a background above which is printed the word "admittance" and below which is printed the words "to persons eighteen years of age or over" with the word "restricted" printed on the key.

(4) Where the Board requires that information be included in any advertising used in connection with the exhibition of a film, each person exhibiting the film shall prominently display a notice at the principal entrance to the theatre or other premises where the film is being exhibited that sets out the information required. O. Reg. 487/88, s. 11.

ADVERTISING—EXHIBITION OF FILM

12.—(1) The Board may require that advertising matter used in connection with the exhibition of a film include information respecting the content of the film.

(2) Every person who uses advertising matter in connection with the exhibition of a film shall indicate on the advertising the classification of the film and any other information respecting the film that is required by the Board under subsection (1).

(3) Every person who publicly displays advertising matter in connection with the exhibition of a film,

- (a) that is classified as restricted, shall ensure that the advertising matter contains a reproduction of the sign required under subsection 10 (3);
- (b) that is classified as adult accompaniment, shall ensure that all advertising matter indicates that persons under fourteen years of age shall be accompanied by a person eighteen years of age or over.

(4) This section does not apply to film that is used for advertising purposes. O. Reg. 487/88, s. 12.

13.—(1) In exercising its authority under sections 3 and 39 of the Act, the Board may refuse to approve the public display of advertising matter in connection with the exhibition of a film where the advertising is not suitable for viewing by persons of all ages.

(2) Without limiting the generality of subsection (1), the Board may refuse to approve the public display of advertising matter used in connection with the exhibition of a film where,

- (a) the advertising depicts subject-matter that the Board may refuse to approve in a film under section 14; or
- (b) the advertising depicts persons either fully or partially nude. O. Reg. 487/88, s. 13.

BOARD CRITERIA FOR REFUSAL TO APPROVE

14.—(1) In exercising its authority under sections 3 and 33 of the Act, the Board shall consider the film in its entirety and take into account the general character and integrity of the film.

(2) After viewing a film, the Board may refuse to approve a film for exhibition or distribution in Ontario where the film contains,

- (a) a graphic or prolonged scene of violence, torture, crime, cruelty, horror or human degradation;
- (b) the depiction of the physical abuse or humiliation of human beings for purposes of sexual gratification or as pleasing to the victim;
- (c) a scene where a person who is or is intended to represent a person under the age of sixteen years appears,
 - (i) nude or partially nude in a sexually suggestive context, or
 - (ii) in a scene of explicit sexual activity;
- (d) the explicit and gratuitous depiction of urination, defecation or vomiting;
- (e) the explicit depiction of sexual activity;
- (f) a scene depicting indignities to the human body in an explicit manner;
- (g) a scene where there is undue emphasis on human genital organs; or
- (h) a scene where an animal has been abused in the making of the film.

(3) In this section, "sexual activity" means acts, whether real or simulated, of intercourse or masturbation and includes the depiction of genital, anal or oral-genital connection between human beings or human beings and animals and anal or genital connection between human beings by means of objects. O. Reg. 487/88, s. 14.

FILM EXCHANGE—RETAILERS

15. Every holder of a film exchange—retailer licence shall prominently display the licence issued for the film exchange in a public area of the film exchange. O. Reg. 487/88, s. 15.

FILM EXCHANGE—DISTRIBUTORS

16.—(1) Every holder of a film exchange—distributor licence shall ensure that the film exchange does not distribute film in Ontario unless the film is approved and classified by the Board.

(2) Subsection (1) does not apply to a film that is exempted under section 28, 29, 30 or 32.

(3) It is a condition of a film exchange—distributor licence that the holder of the licence maintain a permanent address for service in Ontario. O. Reg. 487/88, s. 16.

APPROVAL FOR EXHIBITION—GENERAL

17.—(1) Subject to section 18, where standard film is submitted to the Board for approval for exhibition, the approval of the Board shall be indicated by the Board,

- (a) stamping each reel of the film submitted with an embossed metal stamp bearing the words "approved by the Board (Ontario)"; and
- (b) issuing a certificate of approval for each film that is approved.

(2) Where film other than standard film is submitted to the Board for approval for exhibition, the approval of the Board shall be indicated by the Board issuing a certificate of approval for each film that is approved.

(3) Subject to section 19, a person submitting a film for approval for exhibition may, upon paying the prescribed fee, order certificates of approval for copies of an approved film and the certificates constitute approval without each copy of the film being stamped. O. Reg. 487/88, s. 17.

18. Where standard film is approved by the Board for exhibition upon the condition that the film is to be exhibited in designated locations or on specified dates, the film shall not be stamped in accordance with subsection 17 (1) and the Board shall issue a permit for the film that shall indicate the conditions of exhibition. O. Reg. 487/88, s. 18.

19. Where the Board approves a film for exhibition after the removal of a scene or scenes that it refused to approve, the Board shall not issue a certificate of approval for the film unless a copy with the scene or scenes removed is submitted to the Board for stamping. O. Reg. 487/88, s. 19.

20.—(1) Prior to the exhibition of a film, the person who exhibits the film shall ensure that the certificate of approval issued for the film accompanies the film.

(2) Where a certificate of approval or permit issued by the Board is lost or destroyed, an application for a duplicate certificate or permit may be made to the Board setting forth the title of the film and the number of certificates lost or destroyed and by paying the fee prescribed for each certificate as set out in section 38. O. Reg. 487/88, s. 20.

21.—(1) Standard film that is submitted to the Board shall be submitted on reels of 2,000 feet or less in length.

(2) Sixteen-millimetre cinematographic film that is submitted to the Board shall be submitted on reels of 2,000 feet or less in length.

(3) Eight-millimetre cinematographic film that is submitted to the Board shall be submitted on reels of 400 feet or less in length.

(4) A film not referred to in subsection (1), (2) or (3) that is submitted to the Board shall be submitted on reels, cassettes or cartridges of one-half inch or three-quarter inch tape or similar apparatus capable of being projected. O. Reg. 487/88, s. 21.

APPROVAL BY DOCUMENTATION FOR EXHIBITION

22.—(1) A film that is approved by documentation without screening under subsection 33 (3) of the Act for limited exhibition in designated locations and on specified dates only shall be classified as restricted for purposes of the limited exhibition unless the Board classifies the film in another category based on the documentation provided by the applicant for the approval.

(2) The Board may require that a film that is approved under subsection 33 (3) of the Act be submitted for screening and the Board may reclassify the film after screening it where a classification had been previously assigned to the film. O. Reg. 487/88, s. 22.

APPROVAL FOR DISTRIBUTION—GENERAL

23.—(1) An application to the Board for approval to distribute a film shall be made by the holder of a film exchange licence by submitting one copy of the film to the Board and paying the prescribed fee.

(2) The Director shall retain one copy of a film submitted on tape and approved for distribution where,

- (a) more than one version of the film is approved for distribution; or
- (b) a scene or scenes have been removed from the film following submission to the Board for approval for distribution; or
- (c) the Board has classified the film restricted. O. Reg. 487/88, s. 23.

APPROVAL BY DOCUMENTATION FOR DISTRIBUTION

24. Where an application is made for approval to distribute a film that has previously been classified, the Board may require that the film be submitted for screening and the Board may reclassify the film after screening it. O. Reg. 487/88, s. 24.

25. A film that is approved by the Board for distribution shall be classified by the Board and the Board shall issue to the applicant a certificate of approval for distribution of the film. O. Reg. 487/88, s. 25.

EXEMPTIONS

26.—(1) Projection equipment that is owned and operated by,

- (a) a religious organization, hospital, public library, school, public art gallery or charitable organization;
- (b) a business for advertising or instructional purposes related to a product or products or services offered by that business,

is exempt from section 50 of the Act.

(2) Subsection (1) does not apply to projection equipment that is designed for standard film. O. Reg. 487/88, s. 26.

27.—(1) A film exchange that only distributes film that, taken as a whole,

- (a) is designed to provide information, education or instruction; or
- (b) is designed for the purpose of advertising, demonstrating or instructing in the use of a commercial or industrial product or products or services,

is exempt from section 40 of the Act.

(2) Where a public art gallery or public library operates a film exchange as part of the activity of the public art gallery or public library, the public art gallery or public library is exempt from section 40 of the Act. O. Reg. 487/88, s. 27.

28.—(1) Sections 33, 37 and 39 of the Act do not apply to the exhibition or distribution of a film that, taken as a whole,

- (a) is designed to provide information, education or instruction; or
- (b) is designed for the purpose of advertising, demonstrating or instructing in the use of a commercial or industrial product or products or services.

(2) Subsection (1) does not apply to the exhibition of a film,

- (a) in a theatre; or
- (b) in any other premises where there is an admission charge for the exhibition of the film alone or as part of a series of films or donations are requested either prior or subsequent to the exhibition.

(3) Subsection (1) does not apply to the exhibition or distribution of film that contains,

- (a) the graphic depiction of violence involving bloodletting, torture, mutilation or criminal activity;
- (b) a scene of intense horror;
- (c) the depiction of the physical abuse or humiliation of human beings for purposes of sexual gratification or as pleasing to the victim;
- (d) a scene where a person who is or is intended to represent a person under the age of sixteen years appears,
 - (i) nude or partially nude in a sexually suggestive context, or
 - (ii) in a scene of sexual activity as defined in subsection 14 (3);

- (e) the explicit depiction of urination, defecation or vomiting;
- (f) the depiction of sexual activity as defined in subsection 14 (3) or acts of force or restraint associated with such activity;
- (g) a scene depicting the genital organs of a person in the film;
- (h) a scene where an animal has been abused in the making of the film;
- (i) a scene depicting the taking of a drug in a manner that encourages the unlawful use of a drug; or
- (j) frequent use of coarse language,

except where the film is distributed to a hospital or medical practitioner for use in medical education or treatment or to a school for educational purposes or to a public library. O. Reg. 487/88, s. 28.

29.—(1) The exhibition of a film that is an integral part of a concert or theatrical stage production is exempt from sections 33 and 37 of the Act.

(2) Subsection (1) does not apply to a film that contains a scene or scenes of a type referred to in subsection 28 (3). O. Reg. 487/88, s. 29.

30. The distribution of a film that provides a record of an event or occasion to a person participating in the event or occasion is exempt from the provisions of the Act and the regulations. O. Reg. 487/88, s. 30.

31.—(1) Film and projection equipment in the format commonly known as a "video game", where the nature or sequence of the visual images may be varied by operation of the device producing the images, is exempt from the provisions of the Act and the regulations.

(2) Subsection (1) does not apply to a film that contains a scene or scenes of a type referred to in subsection 28 (3). O. Reg. 487/88, s. 31.

32.—(1) The exhibition of a film at a film festival or by a public art gallery at the fixed premises occupied by the public art gallery and the exhibition of a film in and under the sponsorship of a public library is exempt from sections 33, 37 and 39 of the Act.

(2) Subsection (1) does not apply to an exhibition where a person apparently under the age of eighteen years is present.

(3) Subsection (1) does not apply to the exhibition of a film,

- (a) that has been submitted to the Board for approval and that the Board has refused to approve; or
- (b) that has been approved and classified by the Board.

(4) Where a film that has not been classified by the Board is exhibited at a film festival or at a public art gallery, the corporation organizing the festival or the public art gallery shall prominently display a sign at the principal entrance to the premises where the film is being exhibited that indicates that persons under the age of eighteen years are not permitted on the premises.

(5) Where a film that has not been classified by the Board is exhibited in and under the sponsorship of a public library, there shall be a sign at the principal entrance to the auditorium or screening room where the film is being exhibited indicating that persons under the age of eighteen years are not permitted entry. O. Reg. 487/88, s. 32.

33.—(1) A film that has previously been broadcast or transmitted in a manner capable of being received in the Province of Ontario by home receptors without the use of satellite dishes or electronic descramblers is exempt from sections 33 and 37 of the Act in the version so broadcast or transmitted.

(2) Subsection (1) does not apply to a film that has been approved and classified by the Board. O. Reg. 487/88, s. 33.

FORMS AND FEES

34.—(1) An application for a licence or a renewal thereof under the Act shall be on a form supplied by the Director.

(2) Except as provided in subsections (3), (5), (6) and (7), a licence under the Act expires as set out in subsection (4) or on the 31st day of March in each year unless renewed on or before the date.

(3) A theatre licence shall be deemed to be expired when the holder of the licence no longer has access to or care and control of the premises for which the licence is issued.

(4) A licence for an apprentice projectionist shall be for a period not to exceed one year and expires on the date set out in the licence.

(5) A licence as a first-class or second-class projectionist issued for the first time shall be for a period not to exceed three years and expires on the date set out in the licence.

(6) A renewal of a licence for a first-class or second-class projectionist shall be for a three-year period.

(7) The period prescribed to be served as an apprentice projectionist under clause 28 (2) (a) of the Act is a minimum of 800 hours under the supervision of a first-class or second-class projectionist. O. Reg. 487/88, s. 34.

35.—(1) A first-class projectionist or a second-class projectionist who applies to have his or her licence cancelled is entitled to a partial refund of the fee paid for the licence based on the unexpired portion of the term of the licence.

(2) A person who is the holder of a licence as a second-class projectionist and who is eligible for a licence as a first-class projectionist shall, upon the surrender of his or her licence as a second-class projectionist, be issued a licence as a first-class projectionist for the balance of the unexpired portion of the second-class projectionist's licence. O. Reg. 487/88, s. 35.

36. A licence issued to operate a film exchange or a theatre is valid only for the premises set out in the licence. O. Reg. 487/88, s. 36.

37.—(1) The holder of a film exchange licence shall notify the Director in writing within five days of the event of,

- (a) any change in the licensee's address for service;
- (b) where the licensee is a corporation, any change in the officers or directors; and
- (c) where the licensee is a partnership, any change in the partners.

(2) Notice under subsection (1) shall be sent to the Director by registered mail or delivered in person. O. Reg. 487/88, s. 37.

38. Except as provided in section 39, the following fees are payable under the Act:

1. For a Class A or Class B theatre licence or renewal thereof,
 - i. in municipalities having a population under 10,000 persons according to the last census conducted under section 15 of the *Assessment Act*, for each seat in the theatre \$.28
 - ii. in municipalities having a population of 10,000 and over, but under 50,000 persons according to the last census conducted under section 15 of the *Assessment Act*, for each seat in the theatre55
 - iii. in municipalities having a population of 50,000

and over, but under 100,000 persons according to the last census conducted under section 15 of the <i>Assessment Act</i> , for each seat in the theatre	\$.83	duced in Canada, where the dialogue is spoken in a language other than English or French	\$50 per film
iv. in municipalities having a population of 100,000 persons or over according to the last census conducted under section 15 of the <i>Assessment Act</i> , for each seat in the theatre	1.10	16. For the issue of additional certificates of approval for copies of a film approved for exhibition, other than a film wholly produced in Canada	20 per certificate
2. For a Class C theatre licence or renewal thereof, for each vehicle space	1.10	17. For the issue of additional certificates of approval for copies of a film wholly produced in Canada approved for exhibition.....	No Fee
3. For a licence or a renewal thereof to carry on the business of,		18. For issuing a permit for the limited exhibition of a film, other than a film wholly produced in Canada, based on documentation submitted	45
i. a film exchange—distributor that distributes standard film	500	19. For issuing a permit for the limited exhibition of a film wholly produced in Canada based on documentation submitted	No Fee
ii. a film exchange—distributor other than one that distributes standard film	500	20. For the issue of a certificate of approval for distribution of a film wholly produced in Canada	No Fee
iii. a film exchange—retailer.....	50	21. For the issue of a certificate of approval for the distribution of a film, other than a film wholly produced in Canada, that has previously been approved by the Board for exhibition	20
4. For the transfer of a film exchange—retail licence	50	22. For the issue of a certificate of approval for the distribution of a film, other than a film wholly produced in Canada, based on documentation submitted	45
5. For the transfer of a film exchange—distributor licence	500	23. For screening film other than film wholly produced in Canada to be used only for advertising purposes in connection with the exhibition or distribution of a film	5
6. For a licence or renewal thereof as an apprentice projectionist.....	17	24. For issuing certificates of approval for additional copies of film referred to in item 22.....	5 per certificate
7. For a licence issued for the first time as a first-class projectionist or a second-class projectionist	17 per year or part thereof that the licence will be in force	25. For reviewing advertising matter to be used in connection with any film or the exhibition thereof	15
8. For the renewal of a licence as a first-class projectionist or a second-class projectionist	51	26. For screening or issuing a certificate of approval for a film produced and distributed by a nonprofit religious organization	No Fee
9. For each examination and test for any class of projection licence	17	27. For screening or issuing a permit for the exhibition of a film at a film festival or public art gallery	No Fee
10. For a licence to operate projection equipment under subsection 50 (1) of the Act	28 for each projector	28. For screening or issuing a permit for the distribution of a film by a public art gallery	No Fee
11. For a licence to exhibit standard film under subsection 51 (1) of the Act	No Fee		
12. Subject to items 13, 14 and 15, for screening film other than film wholly produced in Canada for unlimited exhibition or distribution.....	3 per minute of screening		
13. For screening film other than film wholly produced in Canada for limited exhibition in one theatre for three consecutive days or less.....	3 per minute of screening		
14. For screening film wholly produced in Canada ...	No Fee		
15. For screening film, other than film wholly produced in Canada, where the dialogue is spoken in a language other than English or French			

O. Reg. 487/88, s. 38.

39.—(1) Where a licence for a theatre is issued for a period of less than one year, the fee shall be one-twelfth of the fee prescribed in section 38 for each month or part thereof that the licence is valid.

(2) Where a licence for a film exchange is issued between the 1st day of October and the 31st day of March in any year, the fee shall be one-half of the fee set out in section 38. O. Reg. 487/88, s. 39.

Tile Drainage Act

Loi sur le drainage au moyen de tuyaux

REGULATION 1032

BORROWING BY-LAWS, DEBENTURES AND LOANS

1.—(1) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by municipalities not within district or regional municipalities, shall be in Form 1.

(2) The borrowing by-law referred to in subsection 2 (1) of the Act, for use by municipalities within district or regional municipalities, shall be in Form 2. R.R.O. 1980, Reg. 932, s. 1.

2. The borrowing by-law, for use by district or regional municipalities on behalf of an area municipality, shall be in Form 3. R.R.O. 1980, Reg. 932, s. 2.

3.—(1) The debenture referred to in subsection 2 (1) of the Act, for use by municipalities not within district or regional municipalities, shall be in Form 4.

(2) The debenture referred to in subsection 2 (1) of the Act, for use by district or regional municipalities on behalf of an area municipality, shall be in Form 5. R.R.O. 1980, Reg. 932, s. 3.

4. The affidavit of the clerk of the municipality referred to in subsection 2 (5) of the Act shall be in Form 6. R.R.O. 1980, Reg. 932, s. 4.

5. The application for a loan referred to in section 3 of the Act shall be in Form 7. R.R.O. 1980, Reg. 932, s. 5.

6. The inspection and completion certificate referred to in section 4 of the Act shall be in Form 8. R.R.O. 1980, Reg. 932, s. 6.

7.—(1) The offer to sell a debenture referred to in subsection 5 (8) of the Act, for use by a municipality, shall be in Form 9.

(2) The offer to sell a debenture referred to in subsection 5 (8) of the Act, for use by a district or regional municipality, shall be in Form 10. R.R.O. 1980, Reg. 932, s. 7.

8. The rating by-law referred to in section 8 of the Act shall be in Form 11. R.R.O. 1980, Reg. 932, s. 8.

Form 1

Tile Drainage Act

BORROWING BY-LAW

For Use By Municipalities not Within District
or Regional Municipalities

Borrowing By-Law
of
The Corporation of the

.....

By-Law Number

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the whole \$....., as may be determined by the council, and may in manner hereinafter provided, issue debentures of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Ministry of Treasury and Economics at Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where an application for a loan under the Act is approved by the council and the inspector of drainage has filed with the clerk an inspection and completion certificate, the council may include a sum, not exceeding the amount applied for or 75 per cent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the day of, 19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 1.

Form 2

Tile Drainage Act

BORROWING BY-LAW

For Use By Municipalities Within District or Regional Municipalities

Borrowing By-Law
of
The Corporation of the

.....

By-Law Number

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. The Corporation may from time to time, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the whole \$....., as may be determined by the council, and may in the manner hereinafter provided, arrange for the issue of debentures on behalf of the Corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Ministry of Treasury and Economics at Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where an application for a loan under the Act is approved by the council and the inspector of drainage has filed with the clerk an inspection and completion certificate, the council may apply to

..... to include a sum, not exceeding the amount applied for or 75 per cent of the total cost of the drainage work with respect to which the loan is made, in a debenture payable to the Treasurer of Ontario in accordance with the Act, and may approve of the Corporation lending the said sum to the applicant.

3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the Act.

Passed the day of, 19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 2.

Form 3

Tile Drainage Act

BORROWING BY-LAW

For Use by District or Regional Municipalities

Borrowing By-law
of
The Corporation of the

.....

By-law Number

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act* in the municipality of (district or regional)

.....

The council of municipality (district or regional)

of (hereinafter termed regional municipality) pursuant to the *Tile Drainage Act*, enacts as follows:

1. The regional municipality may from time to time, subject to the provisions of this by-law, borrow on the credit of the regional municipality such sums not exceeding in the whole \$..... on behalf of the area municipalities as are set forth in the Schedule, and may, in the manner hereinafter provided, issue debentures of the corporation for the amount so borrowed as provided in the Act payable to the Treasurer of Ontario at the Ministry of Treasury and Economics at Toronto, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.

2. Where the regional municipality receives requests from one or more area municipalities for the issue of a debenture in the amount or amounts not exceeding those set out in the Schedule for the purposes of the Act, the regional municipality shall issue a debenture for the total of the amount or amounts requested signed by the head of council and the treasurer and borrow on behalf of each area municipi-

pality a sum not exceeding the amount to be lent by each area municipality on completion of the drainage works.

3. With respect to each area municipality, the regional municipality not later than thirty days after the issue of the debenture shall by by-law impose and levy a special annual rate over and above all other rates sufficient for the payment of the principal and interest of the debentures issued by the regional municipality on behalf of that area municipality.

Passed the day of, 19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

Schedule

Municipality	Amount
Total	

R.R.O. 1980, Reg. 932, Form 3

Form 4

Tile Drainage Act

TILE DRAINAGE DEBENTURE

\$..... No.....

The Corporation of the of in the County of hereby promises to pay to the Treasurer of Ontario at the Ministry of Treasury and Economics, Toronto, the principal sum of \$..... of lawful money of Canada, together with interest thereon at the rate of per cent per annum in ten equal instalments of \$..... on the day of, in the years 19..... to 19....., both inclusive.

The right is reserved to the Corporation of to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the of, in the Province of Ontario, this 1st day of .., 19....., under the authority of By-Law No. of the Corporation entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*".

.....
Treasurer

.....
Head of Council

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 4.

Form 5*Tile Drainage Act***TILE DRAINAGE DEBENTURE**

For Use by District or Regional Municipalities

Tile Drainage Debenture

\$.....

No.....

The Corporation of the municipality of hereby promises to pay to the Treasurer of Ontario at the Ministry of Treasury and Economics, Toronto, the principal sum of \$..... of lawful money of Canada, together with interest thereon at the rate of per cent per annum in ten equal instalments of \$..... on the day of, in the years 19..... to 19....., both inclusive.

The right is reserved to the Corporation of the municipality of to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the of, in the Province of Ontario, this 1st day of, 19....., under the authority of By-Law No. of the Corporation entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*".

Treasurer

Chairman

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 5.

Form 6*Tile Drainage Act***AFFIDAVIT OF CLERK**

I,, of the of in the of, Clerk of the of, make oath (or affirm) and say:

1. On the day of, 19....., the Council of the of passed a by-law for borrowing money to be lent for the construction of drainage works, being No. and entitled "A By-Law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*", a copy of which certified by me is attached hereto as an exhibit to this my affidavit and marked exhibit "A".
2. A certified copy of By-Law No. was registered in the Land Registry Office for the Registry (Land Titles) Division of on the day of, 19.....
3. *No application or action to quash the by-law has been made or brought.
or
*An application or action has been made or brought, but it has been dismissed and the certificate of such dismissal was registered in the said land registry office on the day of, 19.....

*NOTE: Strike out if not applicable.

Sworn (or affirmed) before me at the

..... of
in the of
....., this day
of, 19.....

Clerk

A Commissioner, etc.

R.R.O. 1980, Reg. 932, Form 6.

Form 7*Tile Drainage Act***APPLICATION FOR LOAN**

To the council of of

DETAILS OF OWNERSHIP

Owner's Name
Address

DESCRIPTION OF LAND TO BE DRAINED

Lot Number	Concession Number
If Portion of Lot, Specify	
.....	

DESCRIPTION OF DRAINAGE SYSTEM

Number of Hectares to be Drained
Approximate Number of Metres of Material

ESTIMATED COST OF DRAINAGE SYSTEM:

Material	\$
Other	
Inspection Fees	
TOTAL COST	\$

AMOUNT OF LOAN REQUESTED

(Amount of loan requested must be a multiple of \$100, not exceeding 75% of total cost)

\$

Anticipated Date of Commencement	Anticipated Date of Completion
----------------------------------	--------------------------------

In making this application for a loan, I understand and agree to the following:

- (a) the granting or refusal of the application is in the discretion of council whose decision is final;
- (b) I will be advised in writing of council's decision regarding the application;
- (c) should the application be granted, an inspector of drainage appointed by council will report to council to the effect that the work has been satisfactorily completed before any funds are advanced by way of loan;
- (d) it is also a condition of the making of the loan that all work must be carried out in accordance with the *Agricultural Tile Drainage Installation Act*;
- (e) council shall levy and collect for the term of ten years over and above all other rates upon the land, in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan; and
- (f) the *Tile Drainage Act* sets out procedural matters concerning apportionment of a loan when part of the land is sold, discharge of the indebtedness upon repayment of the loan at any time and all other matters which pertain to this application for a loan.

(date)

(signature of owner)

R.R.O. 1980, Reg. 932, Form 7.

Form 8*Tile Drainage Act*INSPECTION AND COMPLETION
CERTIFICATE

To the council of the of
in the of I have inspected
the drainage work constructed on land described as Lot No.
Concession No. and owned by, for which appli-
cation for loan was made and dated, 19.....

I certify that circumstances prevail with respect to the drainage
work as indicated below:

☐ The drainage work is as described on the application for loan and
is completed.

☐ The drainage work is completed but differs significantly from that
described in the application for loan in the following respects:

☐ The drainage work is completed but has the following defects:

The area actually drained is hectares (approx-
imately).

This drainage work is ☐ an improvement of an existing system

OR ☐ a completely new system.

The installation is ☐ systematic

OR ☐ random

The actual cost of the drainage work is as follows:

Material

Type	Size	Length	Cost
.....
(Concrete, Clay, Plastic, etc.)			

Installation Cost

Sundry: (Specify)

Inspection Fees

Total Cost:

Amount of Loan

Contractor's Name

Contractor's Address

Licence No. of Contractor to install drainage works under the *Agricultural Tile Drainage Installation Act*:

.....

Machine Licence No. under the *Agricultural Tile Drainage Installation Act*:

Make of Machine:

Signature of Land Owner

(Where the installation was made by the Land Owner with his own machine).

Dated at
 this day of
, 19.....

(Signature of
 Inspector of Drainage)

R.R.O. 1980, Reg. 932, Form 8.

Form 9

Tile Drainage Act

OFFER TO SELL

The Corporation of of hereby offers to sell Debenture No. in the principal amount of \$..... to the Treasurer of Ontario as authorized by Borrowing By-Law No. of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and Completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

Date

Treasurer

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 9.

Form 10

Tile Drainage Act

OFFER TO SELL

For Use by a District or Regional Municipality

The Corporation of of hereby offers to sell Debenture No. in the principal amount of \$..... to the Treasurer of Ontario as authorized by Borrowing By-Law No. of the said District or Regional Corporation.

The Principal amount of this debenture is the aggregate of individual loans for which application has been made to the councils of the municipalities listed below and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the municipalities listed below has inspected each drainage work for which the proceeds of this debenture will be lent and each has been completed in accordance with the terms of the loan approval given.

A copy of the Inspection and Completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

MUNICIPALITY

AMOUNT

.....
.....
.....
.....

Date

Treasurer

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 10.

Form 11

Tile Drainage Act

RATING BY-LAW

The Corporation of the

.....

By-Law Number

By-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

Whereas owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land; and whereas the council has upon their application lent the owners the total sum of \$..... to be repaid with interest by means of rates hereinafter imposed:

Be it therefore enacted, by the council, that annual rates as set out in the Schedule attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

Passed this day of, 19.....

.....
Head of Council

.....
Clerk

(Corporate Seal)

R.R.O. 1980, Reg. 932, Form 11.

THE CORPORATION OF THE

BY-LAW NO.

Schedule

.....

Name and Address of Owner	Description of Land Drained	Proposed Date of Loan	Sum to be Loaned \$	Annual Rate to be Imposed \$
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

*Total Principal of Debenture and
Total Sum Shown on By-Law

\$

* Total

R.R.O. 1980, Reg. 932, Sched.

Tobacco Tax Act *Loi de la taxe sur le tabac*

REGULATION 1033

FORMS

1. A notice of objection under subsection 21 (1) of the Act shall be in Form 1. R.R.O. 1980, Reg. 933, s. 1.

2. A notice of appeal under subsection 22 (2) of the Act shall be in Form 2. R.R.O. 1980, Reg. 933, s. 2.

3.—(1) In this section,

“applicant” means a person who applies for a refund under this section;

“debtor” means a person to whom an applicant has sold tobacco.

(2) Subject to subsection (3), upon receipt of an application in Form 3 made by an applicant who is a dealer or a person designated a collector according to the regulations under the Act, together with such other information as may be required under this section, the Minister may refund an amount on account of tax collectable or payable under the Act that has been remitted by the applicant to the Treasurer or paid over by the applicant to a collector or other dealer for subsequent remittance to the Treasurer, with respect to tobacco, equal to,

(a) where all or a portion of the sale price of the tobacco sold by the applicant has not been paid and has become an uncollectable debt, that portion of the amount remitted or paid over by the applicant on account of tax with respect to the tobacco that the uncollectable debt bears to the total sale price of the tobacco, including the total amount on account of tax; and

(b) where the tobacco has been lost or cannot be sold by the applicant by reason of destruction, theft or contamination of the tobacco, the amount remitted or paid over by the applicant on account of tax with respect to the tobacco.

(3) No refund shall be made under this section where,

(a) the collectable or uncollectable portion of the debt arising on the sale of the tobacco referred to in clause (2) (a) has been assigned, with or without recourse, by private contract to another person; or

(b) the applicant is otherwise entitled under the Act or the regulations to receive or to apply to receive a refund of or an allowance in compensation for the amount remitted or paid over by the applicant on account of the tax with respect to the tobacco.

(4) For the purposes of this section,

(a) a debt is not an uncollectable debt until,

(i) the applicant has claimed a deduction for the amount of the debt under paragraph 20 (1) (p) of the *Income Tax Act* (Canada) in the calculation of the applicant's income for a taxation year for the purposes of that Act, and

(ii) the deduction referred to in subclause (i) has been allowed by the Minister of National Revenue, by a court on an appeal under Division J of the *Income*

Tax Act (Canada) or by a court on an appeal of a previous court decision; and

(b) a debt shall cease to be an uncollectable debt if the deduction referred to in clause (a) is subsequently denied on an assessment, reassessment or additional assessment of tax or in a determination of the applicant's non-capital loss under the *Income Tax Act* (Canada), or on an appeal referred to in subclause (a) (ii).

(5) An application for a refund under clause (2) (a) shall be accompanied by,

(a) copies of all invoices in respect of which a refund is being claimed;

(b) proof that the amount being claimed was remitted to the Treasurer or paid over to a collector or other dealer for subsequent remittance to the Treasurer; and

(c) proof that the debt in respect of which the refund is being claimed is an uncollectable debt.

(6) An application for a refund under clause (2) (b) shall be accompanied by,

(a) a copy of any settlement by or written confirmation from an insurance company confirming settlement of any claim for the loss with respect to which the refund is being claimed;

(b) a copy of any police report made with respect to the loss;

(c) a copy of any fire marshal's report made with respect to the cause of the loss; and

(d) such other information as is necessary to verify the loss or contamination of the tobacco and the remittance or payment over by the applicant of the amount being claimed.

(7) Where a refund has been made under clause (2) (a) or under section 20 of Regulation 934 of Revised Regulations of Ontario, 1980 as it existed on the 21st day of July, 1988, the tax in respect of the tobacco shall remain payable to the Treasurer and the applicant or the person who received the refund under the said section 20 shall pay to the Treasurer an amount on account of tax payable under the Act as determined under subsection (8) at any time when the applicant receives any payment from or on behalf of the debtor or receives any payment from any person in satisfaction of part or all of the debt in respect of which the refund was made.

(8) For the purpose of subsection (7), the amount payable to the Treasurer shall be the amount on account of the tax determined by the Minister to have been paid to the applicant after allocation of the payment to amounts payable to the applicant by the debtor on account of tobacco and tax in the order of the date of sale by the applicant.

(9) Where a refund has been made under clause (2) (a) and the debt in respect of which the refund was made has ceased to be an uncollectable debt, the applicant shall become liable to pay to the Treasurer the amount of the refund and such amount shall be deemed, for the purposes of the recovery thereof, to be tax payable by the applicant under the Act.

(10) Where a refund has been made under clause (2) (a) and the applicant has paid an amount to the Treasurer under subsection (9),

the Minister may make a refund to the applicant under clause (2) (a) in an amount that is not in excess of the amount paid to the Treasurer under subsection (9) if,

- (a) the debt in respect of which the refund was originally made subsequently becomes an uncollectable debt by reason of the subsequent allowance of the deduction referred to in clause (4) (a) by the Minister of National Revenue or by a court on an appeal of an assessment of tax under the *Income Tax Act* (Canada); and
- (b) neither the applicant nor the Minister of National Revenue has any further right of appeal, either with or without leave of a court, with respect to the issue of the deductibility of the debt or part thereof from the applicant's taxable income under that Act.

(11) No refund shall be made under this section unless application therefor is made within three years of,

- (a) in the case of a refund under clause (2) (a), the date of a notice of assessment or a determination of a non-capital loss made under the *Income Tax Act* (Canada) or of a judgment or order of a court, whereby the debt in respect of which the refund is claimed is allowed as a deduction referred to in clause (4) (a); and
- (b) in the case of a refund under clause (2) (b), the date of the loss or contamination of the tobacco in respect of which the refund is claimed.

(12) An application for a refund under this section shall be in Form 3. O. Reg. 474/88, s. 1, *part*.

4. Where an application for a refund under this Regulation, Regulation 1034 of Revised Regulations of Ontario, 1990 (General), Regulation 1035 of Revised Regulations of Ontario, 1990 (Refunds) or section 38 of the Act has been supported in whole or in part by one or more invoices on or in connection with which the applicant has misrepresented a material fact, the amount of the refund that may be made by the Minister in respect of the application shall be reduced by the greater of \$5 or the amount of the refund claimed through the use of the invoice or invoices. O. Reg. 474/88, s. 1, *part*.

5.—(1) An application for a permit to mark cigarettes under subsection 2 (4) of Regulation 1034 of Revised Regulations of Ontario, 1990 (General) or for a permit to stamp cigarettes under subsection 2 (5) of that Regulation and an application for a permit to purchase and sell unmarked cigarettes under subsection 10 (2) of that Regulation shall be in Form 4.

(2) An application for a wholesale dealer's permit under section 3 of Regulation 1034 of Revised Regulations of Ontario, 1990 (General) shall be in Form 5. O. Reg. 8/90, s. 1, *part*.

6.—(1) A wholesale dealer's permit under section 4 of Regulation 1034 of Revised Regulations of Ontario, 1990 (General) shall be in Form 20.

(2) A certificate for a person to whom the Minister has issued a permit to mark cigarettes or a permit to stamp cigarettes under section 2 of Regulation 1034 of Revised Regulations of Ontario, 1990 (General) shall be in Form 21.

(3) A permit to purchase and sell unmarked cigarettes under section 10 of Regulation 1034 of Revised Regulations of Ontario, 1990 (General) shall be in Form 23. O. Reg. 8/90, s. 1, *part*.

7.—(1) For the purposes of section 13 of Regulation 1034 of Revised Regulations of Ontario, 1990 (General), every collector

shall deliver to the Minister a return in Forms 6, 8, 9 and 24, and the supporting Schedules, with respect to the taxes collectable and payable by the collector in the immediately preceding month.

(2) On or before the twenty-eighth day following the month in which tobacco products were imported into or received in Ontario, every importer shall deliver to the Minister a return in Form 17, and the supporting Schedules, with respect to the tobacco imported or received by the importer in the immediately preceding month.

(3) On or before the twenty-eighth day of each month, every person to whom the Minister has issued a permit to mark cigarettes shall deliver a return in Forms 12 and 17, and the supporting Schedules, and every person to whom the Minister has issued a permit to stamp cigarettes shall deliver to the Minister a return in Forms 13, 14 and 17, and the supporting Schedules, with respect to cigarettes marked and indicia used by the person in the immediately preceding month.

(4) On or before the twenty-eighth day of each month, any person who manufactures a tobacco product shall deliver to the Minister a return in Forms 6, 8 and 9 with respect to the tobacco manufactured for distribution in Ontario in the immediately preceding month.

(5) On or before the seventh day of each month, every dealer who sells, without collecting tax, cigarettes that are marked or stamped with an indicium, taxable cigars or taxable tobacco other than cigarettes or cigars, to a collector shall deliver to the Minister a return in Form 10 in duplicate with respect to the dealer's sales of such tobacco products in the immediately preceding month.

(6) On or before the seventh day of each month, every dealer who sells unmarked cigarettes to a collector shall deliver to the Minister a return in Form 11 in duplicate with respect to the dealer's sales of such tobacco products in the immediately preceding month.

(7) On or before the twenty-eighth day of each month, every holder of a wholesale dealer's permit who is not a collector shall deliver a return in Forms 7 and 19 with respect to all tobacco products acquired in Ontario in the immediately preceding month.

(8) Every dealer shall deliver to the Minister, at least ten days prior to the delivery of tobacco in bulk to a person carrying on business outside Ontario, other than a retailer referred to in subsection 3 (5) of the Act or holding a permit issued by another province or territory that permits the retailer to sell tobacco in such province or territory, a return in Form 22 with respect to the tobacco to be delivered outside Ontario.

(9) On or before the twenty-eighth day following the month in which the tobacco in bulk was delivered to a person outside Ontario, every dealer shall deliver to the Minister a return in Forms 7 and 15, and the supporting Schedules, with respect to the tobacco delivered outside Ontario in the immediately preceding month.

(10) On or before the twenty-eighth day of each month, every holder of an unmarked cigarette dealer's permit shall deliver to the Minister a return in Forms 14, 15, 16 and 18, and the supporting Schedules, with respect to all unmarked cigarettes delivered within or outside Ontario in the immediately preceding month.

(11) In this section, "tobacco in bulk" means a quantity of at least,

- (a) 10,000 cigarettes;
- (b) 50 cigars; or
- (c) 300 grams of tobacco in a form other than cigarettes or cigars. O. Reg. 8/90, s. 1, *part*.

Form 1

Tobacco Tax Act



Ministry
of
Revenue
Ontario

Notice of Objection

Name of Taxpayer (Corporation, Purchaser, Registrant, Vendor)			Telephone No ()	
Street Number and Name				
Mailing Address				
City/Town		Province		Postal Code

NOTICE OF OBJECTION is hereby given to the:

<input type="checkbox"/> Assessment No. OR <input type="checkbox"/> Statement of Disallowance of Rebate/Refund Claim No. _____	Date of Notice of Assessment			Amount of Tax \$	for Period ending
	Year	Month	Day		Year Month Day
	Statement Date			Rebate/Refund Amount \$	
	Year	Month	Day		

under the following act (check one only and indicate account/permit number)

<input type="checkbox"/> <u>CORPORATIONS TAX ACT</u>	- Account Number	
<input type="checkbox"/> <u>GASOLINE TAX ACT</u>	- Permit Number	
<input type="checkbox"/> <u>LAND TRANSFER TAX ACT</u>		
<input type="checkbox"/> <u>RETAIL SALES TAX ACT</u>	- Permit Number	
<input type="checkbox"/> <u>TOBACCO TAX ACT</u>	- Permit Number	
<input type="checkbox"/> <u>FUEL TAX ACT</u>	- Permit Number	
<input type="checkbox"/> <u>MINING TAX ACT</u>	- Account Number	
<input type="checkbox"/> <u>RACE TRACKS TAX ACT</u>	- Permit Number	

The following are the reasons for objection and the relevant facts:

(If space is insufficient, a separate memorandum should be attached setting forth the full statement of reasons for objection and relevant facts.)

☐ Check here if additional sheets are attached.

Appointment of Representative

I confirm that _____
has the authority to communicate on my/the company's behalf concerning this Notice of Objection.
I authorize the Tax Appeals Branch to collect personal information from and disclose personal information to my representative in accordance with the Freedom of Information and Protection of Privacy Act.

This NOTICE OF OBJECTION must be signed by the person objecting or an authorized signing officer of the company.

Date	Name (print)	Signature	Position or Office
------	--------------	-----------	--------------------

Form 2

Tobacco Tax Act



Notice of Appeal

IN THE ONTARIO COURT (GENERAL DIVISION)

In The Matter of the (Check one only):

- ☐ Corporations Tax Act
☐ Gasoline Tax Act
☐ Retail Sales Tax Act
☐ Tobacco Tax Act

- ☐ Land Transfer Tax Act
☐ Fuel Tax Act
☐ Mining Tax Act
☐ Race Tracks Tax Act

BETWEEN

– AND –
THE MINISTER OF REVENUE

Appellant,

Respondent.

TAKE NOTICE that pursuant to (Check one only):

- ☐ Section 85 of the Corporations Tax Act
☐ Section 14 of the Gasoline Tax Act
☐ Section 25 of the Retail Sales Tax Act
☐ Section 22 of the Tobacco Tax Act

- ☐ Section 14 of the Land Transfer Tax Act
☐ Section 14 of the Fuel Tax Act
☐ Section 10 of the Mining Tax Act
☐ Section 11 of the Race Tracks Tax Act

the Appellant appeals to the Ontario Court (General Division) from the decision of the Minister of Revenue

dated the _____ day of _____ 19____
in respect of _____

<input type="checkbox"/>	Assessment No.	Date of Notice of Assessment			Amount of Tax	for Period ending		
		Year	Month	Day	\$	Year	Month	Day
OR	Statement of Disallowance	Statement Date			Rebate/Refund Amount			
<input type="checkbox"/>		Year	Month	Day	\$			

STATEMENT OF REASONS FOR APPEAL

(Set out relevant facts and law to be relied on in support of the appeal in a separate memorandum attached to this form.)

Appointment of Representative

I confirm that _____ has the authority to communicate on my/the company's behalf concerning this Notice of Appeal. I authorize the Ministry of Revenue to collect personal information from and disclose personal information to my representative in accordance with the Freedom of Information and Protection of Privacy Act.

This NOTICE OF APPEAL must be signed by the Appellant or by an authorized representative.

Date	Name (print)	Signature	Position or Office
_____	_____	_____	_____

O. Reg. 647/89, s. 2, revised.

Form 3

Tobacco Tax Act



Ministry of Revenue
Motor Fuels and Tobacco Tax Branch

Application for Tobacco Tax Refund - TT 21

Type of Claim ☐ Bad Debt Claim ☐ Loss of Product Claim
Type of Business ☐ Collector ☐ Wholesale Dealer ☐ Retail Dealer

Applicant's Name: _____ Wholesale Dealer's Permit Number: _____
Address: _____ Vendor's Permit Number (as issued under the Retail Sales Tax Act): _____

A - Bad Debt Claim

Debtor's Legal Name: _____
Address: _____

If in Bankruptcy, state name and address of the trustee and date of assignment

Trustee's Name and Address: _____
Date of Assignment: _____

List in chronological order details of all unpaid invoices on which refund of the tax is claimed. (Please attach invoices) Use separate listing if space is insufficient

Date of Invoice	Invoice Number	Amount of Tax Claimed			
		Cigarettes	Tobacco	Cigars	Total
		\$	\$	\$	\$
Total Tax Claimed		\$	\$	\$	\$

State the Taxation Year in which the Bad Debt was written off under the Income Tax Act (Canada) 19 _____

B - Loss of Product / Contaminated Product Claim

Date of Loss / Contamination: _____

Type of Loss (Place an "X" in the appropriate box)

☐ Fire ☐ Vehicle Accident ☐ Other (Please specify) _____
☐ Theft ☐ Contamination _____

Amount of Tax Loss Claimed

Cigarettes \$ _____
Tobacco \$ _____
Cigars \$ _____
Total \$ _____

Certification

I hereby certify that the statements and information included herein or attached hereto are true, complete and accurate in every respect.

Authorized Signature	Title	Date

NOTE: No relief from tax will be permitted until authorized by the Branch.



Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch

Form 4

Tobacco Tax Act

APPLICATION FOR A REGISTRATION
CERTIFICATE/PERMIT—TT201

All questions must be fully answered.

Place an 'X' in box(es) for type of Registration for which you are applying: manufacturer <input type="checkbox"/> marker <input type="checkbox"/> stamper <input type="checkbox"/> importer <input type="checkbox"/> exporter <input type="checkbox"/> nonjurisdictional transporter <input type="checkbox"/>				Permit: unmarked cigarettes dealer's permit <input type="checkbox"/>	
1. Applicant's Legal Name				(Area Code) Telephone Number(s)	
Mailing Address (Street Number and Name, Rural Route No., etc.)					
City or Town		Province or State		Postal or Zip Code	
2. Complete only if different from above. ➡	Trade or Business Name				
	Business Address (Street Number and Name, Rural Route No., etc.)				
	City or Town		Province or State		Postal or Zip Code
3. Type of Ownership Individual Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) <input type="checkbox"/>					
4. Enter the full Name(s), Title(s), Address(es) and Phone Number(s) of Proprietor/Partners or Principal Officers. (Attach supplementary list if required.)					
Name and Title		Address		(Area Code) Telephone Number	Percentage Ownership
5. Location of Records			6. Name of Person Responsible for Records		7. (Area Code) Telephone No.
8. Give a short description of your company's activity relating to tobacco products.					
9. State the number of Tobacco Outlet(s) you operate (in box provided) and provide a supplementary list by type of outlet giving the name and address of each outlet.					
Warehouse(s)		Retail Store(s)		Vending Machine(s)	Cash & Carry
Other (Specify)					
10. Give Name and Address of Tobacco Supplier(s).					
(Attach supplementary list if required.)					
11. To be answered by Marker/Stamper applicants only: Please list each location at which cigarettes will be marked/stamped.					
12. Sales information—All Applicants: State for all tobacco products and by quantities					
Ontario sales in the last 12 months			No. of Cigarettes	No. of Cigars	Other Tobacco (gram)
Estimated Ontario sales in the next 12 months					
Imports in the last 12 months					
Estimated imports in the next 12 months					
Exports in the last 12 months					
Estimated exports in the next 12 months					
Sales to Indians, diplomats and visiting forces in the last 12 months					
Estimated sales to Indians, diplomats and visiting forces in the next 12 months					
13. Does your business currently have tobacco tax accounts with other jurisdictions?					
Tax Account Number		Jurisdiction		Tax Account Number	Jurisdiction

14. Does your business currently have tax accounts with the Province of Ontario for the following taxes? (Indicate yes by (X) in appropriate box.)			
<input type="checkbox"/> Corporations Tax If yes, Account No.	<input type="checkbox"/> Retail Sales Tax If yes, Account No.		
The applicant hereby consents to the disclosure by the Ministry of Revenue of any information obtained from this application to any government jurisdiction or authority that imposes a tax.			
I hereby certify that the above statements are true and are given as an application and for the express purposes of obtaining a registration certificate or permit under the <i>Tobacco Tax Act</i> , and I undertake to comply with the provisions of the <i>Tobacco Tax Act</i> , and the regulations made thereunder.			
Name (please print)	Signature	Title	Date



Ontario

Ministère
du
RevenuDirection de la taxe
sur les carburants
et le tabac**Formule 4***Loi de la taxe sur le tabac*
**DEMANDE DE CERTIFICAT
D'INSCRIPTION OU DE PERMIS—TT201**

Répondre en détail à toutes les questions.

Cocher la case correspondant au type d'inscription demandée. fabricant <input type="checkbox"/> marqueur <input type="checkbox"/> estampilleur <input type="checkbox"/> importateur <input type="checkbox"/> exportateur <input type="checkbox"/> transporteur interterritorial <input type="checkbox"/>		Permis : permis de marchand de cigarettes non marquées <input type="checkbox"/>	
1. Nom et prénoms du demandeur		Numéro(s) de téléphone ()	
Adresse postale (numéro et rue, ou route rurale)			
Cité ou ville		Province ou État	Code postal
2. Remplir seulement si différent de ci-dessus.	Nom commercial		
	Adresse de l'entreprise (numéro et rue, ou route rurale)		
	Cité ou ville	Province ou État	Code postal
3. Type de propriété Entreprise individuelle <input type="checkbox"/> Personne morale <input type="checkbox"/> Société en nom collectif <input type="checkbox"/> Autre (préciser) <input type="checkbox"/>			
4. Inscrire les noms, prénoms, fonctions, adresse, numéro(s) de téléphone du propriétaire ou des associés ou des principaux cadres de l'entreprise (joindre une feuille supplémentaire si nécessaire).			
Nom et titre	Adresse	Numéro de téléphone ()	Participation (%)
5. Lieu où sont conservés les registres de l'entreprise		6. Nom de la personne responsable des registres	7. N° de téléphone ()
8. Décrivez brièvement les activités de votre entreprise en matière de produits du tabac.			
9. Indiquez (dans les cases ci-dessous le nombre de points de vente de tabac que vous exploitez et précisez les nom et adresse de chaque point de vente, sur autant de feuilles séparées qu'il y a de types de points de vente.			
Entrepôt(s)	Magasin(s) de détail	Distributeur(s) automatique(s)	Payer-empoter
Autre (préciser)			

10. Nom et adresse de votre (vos) fournisseur(s) de tabac.			
(Joindre une feuille supplémentaire si nécessaire)			
11. À remplir uniquement par les personnes faisant une demande en vue de devenir marqueurs ou estampilleurs : Indiquer l'emplacement de chaque installation de marquage/estampillage.			
12. Renseignements sur les ventes—À remplir par tout auteur d'une demande : Indiquer, pour chaque produit du tabac, les quantités :			
	Nbre. de cigarettes	Nbre. de cigares	Autres (en grammes)
Ventes en Ontario au cours des 12 derniers mois
Ventes prévues en Ontario pour les 12 mois à venir
Importations au cours des 12 derniers mois
Importations prévues pour les 12 mois à venir
Exportations au cours des 12 derniers mois
Exportations prévues pour les 12 mois à venir
Ventes aux Indiens, diplomates et militaires de passage au cours des 12 derniers mois
Ventes aux Indiens, diplomates et militaires de passage prévues pour les 12 mois à venir
13. Votre entreprise est-elle actuellement assujettie à la taxe sur le tabac d'autres compétences législatives?			
N° de compte	Compétence législative	N° de compte	Compétence législative
14. Votre entreprise est-elle actuellement assujettie à l'impôt ou à la taxe ci-dessous dans la province de l'Ontario (si oui, cocher la case correspondante)?			
<input type="checkbox"/> Impôt des corporations Si oui, indiquer le numéro de compte		<input type="checkbox"/> Taxe de vente au détail Si oui, indiquer le numéro de compte	
L'auteur de la demande consent, par la présente, à ce que le ministère du Revenu divulgue les renseignements figurant dans la présente demande à toute autre autorité gouvernementale qui impose une taxe ou un impôt.			
J'atteste par la présente que les déclarations ci-dessus sont véridiques, qu'elles constituent une demande et sont faites dans le but exclusif d'obtenir un certificat d'inscription ou un permis en vertu de la <i>Loi de la taxe sur le tabac</i> , et je m'engage à respecter les dispositions de la Loi et les règlements pris en application de celle-ci.			
Nom (en caractères d'imprimerie)	Signature	Titre	Date

O. Reg. 8/90, s. 2, part, revised.



Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch

Form 5

Tobacco Tax Act

APPLICATION FOR A
WHOLESALE DEALER'S PERMIT—TT202

All questions must be fully answered.

1. Applicant's Legal Name		(Area Code) Telephone Number(s)	
Mailing Address (Street Number and Name, Rural Route No., etc.)			
City or Town		Province or State	
		Postal or Zip Code	
2. Complete only if different from above.	Trade or Business Name		
	Business Address (Street Number and Name, Rural Route No., etc.)		
	City or Town	Province or State	Postal or Zip Code
3. Type of Ownership Individual Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) <input type="checkbox"/>			
4. Enter the full Name(s), Title(s), Address(es) and Phone Number(s) of Proprietor/Partners or Principal Officers. (Attach supplementary list if required.)			
Name and Title	Address	(Area Code) Telephone Number	Percentage Ownership
5. Location of Records		6. Name of Person Responsible for Records	
		7. (Area Code) Telephone No.	
8. Give a short description of your company's activity relating to tobacco products.			
9. State the number of Tobacco Outlet(s) you operate (in box provided) and provide a supplementary list by type of outlet giving the name and address of each outlet.			
Warehouse(s)	Retail Store(s)	Vending Machine(s)	Cash & Carry
Other (Specify)			
10. Give Name and Address of Tobacco Supplier(s).			
(Attach supplementary list if required.)			
11. Does your business currently have tobacco tax accounts with other jurisdictions?			
Tax Account Number	Jurisdiction	Tax Account Number	Jurisdiction
12. Does your business currently have tax accounts with the Province of Ontario for the following taxes? (Indicate yes by (X) in appropriate box.)			
<input type="checkbox"/> Corporations Tax If yes, Account No. <input type="checkbox"/> Retail Sales Tax If yes, Account No.			
The applicant hereby consents to the disclosure by the Ministry of Revenue of any information obtained from this application to any government jurisdiction or authority that imposes a tax.			
I hereby certify that the above statements are true and are given as an application and for the express purposes of obtaining a registration certificate or permit under the <i>Tobacco Tax Act</i> , and I undertake to comply with the provisions of the <i>Tobacco Tax Act</i> , and the regulations made thereunder.			
Name (please print)	Signature	Title	Date



Ministère
du
Revenu
Ontario

Direction de la taxe
sur les carburants
et le tabac

Formule 5

Loi de la taxe sur le tabac

DEMANDE DE PERMIS DE GROSSISTE—TT202

Répondre en détail à toutes les questions.

1. Nom et prénoms de l'auteur de la demande		Numéro(s) de téléphone ()	
Adresse postale (numéro et rue, ou route rurale)			
Cité ou ville		Province ou État	Code postal
2. Remplir seulement si différent de ci-dessus. ▶	Nom commercial		
	Adresse de l'entreprise (numéro et rue, ou route rurale)		
	Cité ou ville	Province ou État	Code postal
3. Type de propriété Entreprise individuelle <input type="checkbox"/> Personne morale <input type="checkbox"/> Société en nom collectif <input type="checkbox"/> Autre (préciser) <input type="checkbox"/>			
4. Inscrire les noms, prénoms, fonctions, adresse, numéro(s) de téléphone du propriétaire ou des associés ou des principaux cadres de l'entreprise (joindre une feuille supplémentaire si nécessaire).			
Nom et titre	Adresse	Numéro de téléphone ()	Participation (%)
5. Lieu où sont conservés les registres de l'entreprise		6. Nom de la personne responsable des registres	7. N° de téléphone ()
8. Décrivez brièvement les activités de votre entreprise en matière de produits du tabac.			
9. Indiquez (dans les cases ci-dessous) le nombre de points de vente de tabac que vous exploitez et précisez les nom et adresse de chaque point de vente, sur autant de feuilles séparées qu'il y a de types de points de vente.			
Entrepôt(s)	Magasin(s) de détail	Distributeur(s) automatique(s)	Payer-emporter
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
10. Nom et adresse de votre (vos) fournisseur(s) de tabac.			
(Joindre une feuille supplémentaire si nécessaire)			
11. Votre entreprise est-elle actuellement assujettie à la taxe sur le tabac d'autres compétences législatives?			
N° de compte	Compétence législative	N° de compte	Compétence législative
12. Votre entreprise est-elle actuellement assujettie à l'impôt ou à la taxe ci-dessous dans la province de l'Ontario (si oui, cocher la case correspondante)?			
<input type="checkbox"/> Impôt des corporations Si oui, indiquer le numéro de compte		<input type="checkbox"/> Taxe de vente au détail Si oui, indiquer le numéro de compte	
L'auteur de la demande consent, par la présente, à ce que le ministère du Revenu divulgue les renseignements figurant dans la présente demande à toute autre autorité gouvernementale qui impose une taxe ou un impôt.			
J'atteste par la présente que les déclarations ci-dessus sont véridiques, qu'elles constituent une demande et sont faites dans le but exclusif d'obtenir un certificat d'inscription ou un permis en vertu de la <i>Loi de la taxe sur le tabac</i> , et je m'engage à respecter les dispositions de la Loi et les règlements pris en application de celle-ci.			
..... Nom (en caractères d'imprimerie) Signature Titre Date

O. Reg. 8/90, s. 2, *part, revised.*



Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch**Form 6***Tobacco Tax Act***TOBACCO TAX RETURN—TT101**

Name and Address

Due Date

Reporting Number

Period Covered

- A. Tobacco Tax (from Line 13, Schedule 1)
- B. Ministry Authorized Adjustments
- C. Other Adjustments (from Line C, Schedule 2)
- D. Tax-Paid Purchases (same as Line 6, Schedule 1)
- E. Sub-Total
- F. Compensation
- G. Net Tax
- H. Shrinkage Allowance
- I. Net Tax Payable
- J. Other Adjustments
- K. Amount Remitted—Payment Enclosed

<

Check box(es) to indicate Schedule(s) submitted as part of this Tax Return:

- | | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Schedule 1 <input type="checkbox"/> | Schedule 2 <input type="checkbox"/> | Schedule 3 <input type="checkbox"/> | Schedule 4 <input type="checkbox"/> | Schedule 5 <input type="checkbox"/> |
| Schedule 6 <input type="checkbox"/> | Schedule 7 <input type="checkbox"/> | Schedule 8 <input type="checkbox"/> | Schedule 9 <input type="checkbox"/> | Schedule 10 <input type="checkbox"/> |
| Schedule 11 <input type="checkbox"/> | Schedule 12 <input type="checkbox"/> | Schedule 13 <input type="checkbox"/> | Schedule 14 <input type="checkbox"/> | |

Note: Omission of the required schedules from a return constitutes filing of an incomplete return and is subject to penalty under the Act and the regulations.

Certification:

I certify that the financial and other statements of information included in this return or the schedules attached thereto are in agreement with the books of the collector, manufacturer, wholesaler, importer, exporter, registered marker or registered stamper, and exhibit truly and completely all information for the period covered by this return.

Name (please print)	Title	Signature	Date
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Ontario

Ministère
du
RevenuDirection de la taxe
sur les carburants
et le tabac

Formule 6

Loi de la taxe sur le tabac

DÉCLARATION RELATIVE À LA
TAXE SUR LE TABAC—TT101

Nom et adresse

Date d'échéance

N° d'identification	Période visée
---------------------	---------------

- A. Taxe sur le tabac (montant reporté de la ligne 13, annexe 1)
- B. Redressements autorisés par le ministère
- C. Autres redressements (montant reporté de la ligne C, annexe 2)
- D. Achats libérés de taxe (montant reporté de la ligne 6, annexe 1)
- E. Total partiel
- F. Rémunération
- G. Taxe nette
- H. Indemnité pour rétrécissement
- I. Taxe nette à payer
- J. Autres redressements
- K. Montant remis—paiement inclus

Cocher la (les) case(s) appropriée(s) pour indiquer l'annexe (les annexes) jointe(s) à la présente déclaration :

- | | | | | |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Annexe 1 <input type="checkbox"/> | Annexe 2 <input type="checkbox"/> | Annexe 3 <input type="checkbox"/> | Annexe 4 <input type="checkbox"/> | Annexe 5 <input type="checkbox"/> |
| Annexe 6 <input type="checkbox"/> | Annexe 7 <input type="checkbox"/> | Annexe 8 <input type="checkbox"/> | Annexe 9 <input type="checkbox"/> | Annexe 10 <input type="checkbox"/> |
| Annexe 11 <input type="checkbox"/> | Annexe 12 <input type="checkbox"/> | Annexe 13 <input type="checkbox"/> | Annexe 14 <input type="checkbox"/> | |

Remarque : Si les annexes requises n'accompagnent pas la déclaration, celle-ci sera considérée comme incomplète et fera l'objet des pénalités prévues par la Loi et les règlements.

Attestation :

J'atteste que les renseignements financiers et autres renseignements qui figurent dans la présente déclaration ou les annexes qui y sont jointes sont conformes aux livres du percepteur, du fabricant, du grossiste, de l'importateur, de l'exportateur, du marqueur inscrit ou de l'estampilleur inscrit et présentent de façon véridique et complète tous les renseignements pour la période visée par la déclaration.

Nom (en caractères d'imprimerie)	Titre	Signature	Date
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O. Reg. 8/90, s. 2, part, revised.

Form 7

Tobacco Tax Act

Ministry of
Revenue
Motor Fuels and
Tobacco Tax
Branch

Ontario

Tobacco Tax Return TT-101a

(To be completed by Non-collector/Wholesalers and Interjurisdictional Transporters)

Name and Address

		Due Date
Reporting Number	Period Covered	

Check box(es) to indicate Schedule(s) submitted as part of this Tax Return:

Schedule 12 ☐Schedule 13 ☐

Note: Omission of the required schedules from a return constitutes filing of an incomplete return and is subject to penalty under the Act and the Regulations.

Certification: I certify that the financial and other statements of information included in this return or the schedules attached thereto are in agreement with the books of the wholesaler and the interjurisdictional transporter of tobacco products, and exhibit truly and completely all information for the period covered by this return.

Name (please print)	Title	Signature	Date
---------------------	-------	-----------	------

Formule 7

Loi de la taxe sur le tabac

Ministère du Revenu
Direction de la taxe
sur les carburants
et le tabac

Déclaration relative à la taxe sur le tabac TT-101a

(À remplir par les grossistes et les transporteurs interterritoriaux qui ne perçoivent pas la taxe)

Nom et adresse

		Date d'échéance
N° d'identification	Période visée	

Cocher la (les) case(s) appropriée(s) pour indiquer l'annexe (les annexes) soumise(s) dans le cadre de la présente déclaration:

Annexe 12 ☐

Annexe 13 ☐

Remarque: Si les annexes requises n'accompagnent pas la déclaration, celle-ci sera considérée comme incomplète et fera l'objet des pénalités prévues par la Loi et les règlements.

Attestation: J'atteste que les renseignements financiers et autres renseignements qui figurent dans la présente déclaration ou dans les annexes qui y sont jointes sont conformes aux livres du grossiste et du transporteur interterritorial de produits du tabac, et présentent de façon véridique et complète tous les renseignements pour la période visée par la déclaration.

Nom (en caractères d'imprimerie)	Titre	Signature	Date
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O. Reg. 8/90, s. 2, part, revised.

Form 8

Tobacco Tax Act



Ministry
of
Revenue Motor Fuels and
Tobacco Tax
Branch

Schedule 1
Tobacco Tax Calculation

Name	Reporting No.
Period Covered	

1. Schedule 2, Line C (Tax memo amount excluded previous month) \$ _____

2. Invoice Assessed by the Ministry (Tax memo amount only) \$ < _____ >

List Invoice # _____ # _____ # _____

3. Suppliers' Schedule 3's:

	Marked Cigarettes	Other Tobacco
Supplier 1	\$ _____	\$ _____
Supplier 2	\$ _____	\$ _____
Supplier 3	\$ _____	\$ _____
Supplier 4	\$ _____	\$ _____

Total Tax memo amount (Cigarettes & other tobacco): \$ _____

4. Imports of cut tobacco and cigars (Sch. 10, Line 5) \$ _____

5. Imported cigarettes stamped (Sch. 6, Sec. C, Line 2) \$ _____

6. Tax-paid Purchases (from Schedule 12) \$ _____

7. Exports of cut tobacco and cigars (Sch. 8) \$ (_____)

8. Tax-exempt sales of cut tobacco and cigars to Diplomats,
Canadian Forces Overseas (Sch. 9) \$ (_____)

9. Tax-exempt sales of cut tobacco and cigars to Indians (Sch. 11) \$ (_____)

10. Tax-exempt sales of all tobacco products to Collectors (Sch. 3) \$ (_____)

11. GROSS ACCOUNTABILITY \$ _____

12. Holdback calculation:

Add back previous month's \$ _____

Less current month's (note 1): \$ (_____)

Net Holdback: (+) or (-) \$ _____

13. Amount carried forward to Line A, TT101: \$ _____

Note 1 (Current month holdback calculation):

Line 11 amount: \$ _____

Less

Line 1 above: \$ _____

Line B, TT-101 (the absolute amount): \$ _____

Sub-Total \$ _____

Current month holdback: (Sub-total x 10%) \$ _____

Formule 8

Loi de la taxe sur le tabac



Ministère
du
Revenu
Direction de la taxe
sur les carburants
et le tabac

Annexe 1
Calcul de la taxe sur le tabac

Nom	N° d'identification
Période visée	

1. Annexe 2, ligne C (le montant du relevé de taxe exclu le mois précédent) \$ _____

2. Factures évaluées par le ministère (montant du relevé de taxe seulement) \$ < _____ >

Facture N° _____ N° _____ N° _____

3. Annexe 3 - fournisseur:	<u>Cigarettes marquées</u>	<u>Tabac sous d'autres formes</u>
Fournisseur 1	\$ _____	\$ _____
Fournisseur 2	\$ _____	\$ _____
Fournisseur 3	\$ _____	\$ _____
Fournisseur 4	\$ _____	\$ _____

Montant total du relevé de taxe
(cigarettes et tabac sous d'autres formes): \$ _____

4. Importations de tabac haché et de cigares (Ann. 10, Ligne 5) \$ _____

5. Cigarettes importées estampillées (Ann. 6, Section C, Ligne 2) \$ _____

6. Achats libérés de taxe (montant reporté de l'annexe 12) \$ _____

7. Exportations de tabac haché et de cigares (Ann. 8) \$ (_____)

8. Ventes de tabac haché et de cigares exemptes de taxe à des diplomates
et à des membres des forces canadiennes à l'étranger (Ann. 9) \$ (_____)

9. Ventes de tabac haché et de cigares exemptes de taxe
à des Indiens (Ann. 11) \$ (_____)

10. Ventes de tabac sous n'importe quelle forme exemptes de taxe à des
percepteurs (Ann. 3) \$ (_____)

11. COMPTE-RENDU BRUT \$ _____

12. Calcul de la retenue:

Ajouter report du mois précédent:	\$ _____
Moins montant pour le mois en cours (note 1):	\$ (_____)
Retenue nette: (+) ou (-)	\$ _____

13. Montant reporté à la ligne A, TT101: \$ _____

Note 1 (Calcul de la retenue du mois en cours):

Montant de la ligne 11: \$ _____

Moins

Montant de la ligne 1 \$ _____

Ligne B, TT-101 (montant absolu): \$ _____

Total partiel: \$ _____

Retenue pour le mois en cours: (total partiel x 10%) \$ _____

O. Reg. 8/90, s. 2, part, revised.

Form 9

Tobacco Tax Act



Ministry of
Revenue Motor Fuels and
Tobacco Tax
Branch

Schedule 2

Exception Report

Details of Tax Memos NOT INCLUDED on Current Return

Collector's Name	Reporting No.
Period Covered	

(A) Accumulated tax memos excluded in all previous months, and which are still unresolved:

Tax Memo Amount

Name of Supplier	Invoice #	Invoice Date	Cigarettes	Other Tobacco	Reason for Exclusion
Sub-total					
Total (A)					

(B) Current month's tax memos excluded for the first time:

Tax Memo Amount

Name of Supplier	Invoice #	Invoice Date	Cigarettes	Other Tobacco	Reason for Exclusion
Sub-total					
Total (B)					

(C) Total tax memos excluded: (A) + (B)

Carry forward to (1) TT101, line C
(2) Schedule 1, line 1

Formule 9

Loi de la taxe sur le tabac



Ministère du Revenu
Direction de la taxe sur les carburants et le tabac

Annexe 2

Rapport d'exception

Renseignements sur les relevés de taxe
non inclus dans la déclaration courante

Nom du perceleur	N° d'identification
Période visée	

(A) Relevés de taxe accumulée exclus de la déclaration des mois précédents et non résolus:

Montant du relevé de taxe

Nom du fournisseur	N° de facture	Date de facturation	Cigarettes	Autres produits du tabac	Raison de l'exclusion

Total partiel

Total (A)

(B) Relevés de taxe du mois en cours exclus pour la première fois:

Montant du relevé de taxe

Nom du fournisseur	N° de facture	Date de facturation	Cigarettes	Autres produits du tabac	Raison de l'exclusion

Total partiel

Total (B)

(C) Montant total des relevés de taxe exclus: (A) + (B)

Reporter à (1) TT101, ligne C
(2) Annexe 1, ligne 1

O. Reg. 8/90, s. 2, part, revised.

Form 10

Tobacco Tax Act



Ministry of
Revenue
Motor Fuels and
Tobacco Tax
Branch

Schedule 3

Ontario Deliveries of Marked Cigarettes
and Other Tobacco Products

Name	Reporting Number
Period Covered	Name of Customer

Invoice Number	Invoice Date	Shipping Date	Tax Memo Amount	
			Cigarettes	Other Tobacco
Customer Total:				

ANALYSIS:

	Quantity	Tax Memo Amount
Total Marked Cigarettes:		
Other Tobacco Products:		

Carry total forward to Line 10, Schedule 1

Formule 10

Loi de la taxe sur le tabac



Ministère du
Revenu
Direction de la taxe
sur les carburants
et le tabac

Annexe 3

Livraisons en Ontario de cigarettes marquées
et d'autres produits du tabac

Nom	N° d'identification
Période visée	Nom du client

N° de facture	Date de facturation	Date d'expédition	Montant du relevé de taxe	
			Cigarettes	Autres produits du tabac
Total du client:				

DÉCOMPTE:

	Quantité	Montant du relevé de taxe
Total des cigarettes marquées:		
Autres produits du tabac:		

Reporter le total à la ligne 10, annexe 1

Form 11*Tobacco Tax Act*

Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch**Schedule 4**

Unmarked Cigarettes Delivered in Ontario

Name	Reporting No.
Period Covered	
Name of Customer	

Invoice #	Unmarked Cigarettes Quantity
_____	_____
_____	_____
_____	_____
_____	_____
Customer Total:	_____

Formule 11*Loi de la taxe sur le tabac*

Ontario

Ministère
du
RevenuDirection de la taxe
sur les carburants
et le tabac**Annexe 4**

Cigarettes non marquées livrées en Ontario

Nom	N° d'identification
Période visée	
Nom du client	

N° de facture	Quantité de cigarettes non marquées
_____	_____
_____	_____
_____	_____
_____	_____
Total du client:	_____

O. Reg. 8/90, s. 2, *part.*

Form 12

Tobacco Tax Act



Ministry
of
Revenue

Motor Fuels and
Tobacco Tax
Branch

Ontario

Schedule 5

Marked Cigarettes - Production and Distribution

(To be completed by Registered Markers)

Name of Marker	Reporting No.
Period Covered	

Packages Affixed with Ontario E.O.D's

Size	Location 1			Location 2			Total		
	20	25	Others	20	25	Others	20	25	Others
OPENING INVENTORY									
ONTARIO MARKED CIGARETTES									
TRANSFER-IN (from other location)									
MARKED CIGARETTES AVAILABLE									
TAX-EXEMPT SALES TO COLLECTORS									
SALES AND OWN USE									
TRANSFER-OUT (to other location)									
LOSSES									
CLOSING INVENTORY									

Formule 12

Loi de la taxe sur le tabac



Ministère
du
Revenu

Direction de la taxe
sur les carburants
et le tabac

Ontario

Annexe 5

Cigarettes Marquées - Production et Distribution

(à remplir par les marqueurs inscrits)

Nom du Marqueur	N° d'identification
Période Visée	

Emballages marqués de l'estampille <<E.O.D.>> de l'Ontario

Format	Emplacement 1			Emplacement 2			Total		
	20	25	Autres	20	25	Autres	20	25	Autres
STOCKS EN DÉBUT DE PÉRIODE									
CIGARETTES MARQUÉES DE L'ONTARIO									
TRANSFERT (d'un autre emplacement)									
EMBALLAGES MARQUÉS DISPONIBLES									
VENTES EXEMPTES DE TAXE À DES PERCEPTEURS									
VENTES ET UTILISATION PERSONNELLE									
TRANSFERT (à un autre emplacement)									
PERTES									
STOCKS EN FIN DE PÉRIODE									

Form 13

Tobacco Tax Act



Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch
Schedule 6
Cigarettes Stamped and Indicia Usage
 (To be completed by Stampers)

Name of Stamper	Reporting No.
Period Covered	

A. INVENTORY RECONCILIATION - Unstamped and stamped cigarettes (Packages)

	Imported Packages Unstamped			Imported Packages Stamped		
	20	25	Number of Packages Other	20	25	Other
OPENING INVENTORY						
RECEIPTS						
PACKAGES STAMPED	()	()				
AVAILABLE						
DISPOSITION:						
TO REGISTERED EXPORTERS				N/A	N/A	N/A
TO REGISTERED MARKERS & STAMPERS						
TO OTHERS	N/A	N/A				
OWN EXPORTS				N/A	N/A	N/A
LOSSES / DAMAGES						
CLOSING INVENTORY						

B. INVENTORY RECONCILIATION - Tobacco Tax Indicia (stamps)

	Carton Indicia		Case Indicia	
OPENING INVENTORY				
RECEIPTS:				
re: Authorization #				
re: Authorization #				
re: Authorization #				
AVAILABLE				
USAGE				
SPOILAGE				
CLOSING INVENTORY				

C. TAX CALCULATION (Cigarettes Stamped)

- (1) Number of Cigarettes Stamped: (Sch. 7, Line J) _____
- (2) Tax Amount (@ tax rate of _____ per cigarette): \$ _____
 (Sch. 1, Line 5)

Formule 13

Loi de la taxe sur le tabac



Ontario

Ministère
du Revenu Direction de la taxe
sur les carburants
et le tabac
Annexe 6
Cigarettes estampillées et utilisation de l'estampille
 (À remplir par les estampilleurs inscrits)

Nom de l'estampilleur	N° d'identification
Période visée	

A. RAPPROCHEMENT DES STOCKS - Cigarettes non estampillées et estampillées (Paquets)

	Paquets importés non estampillés			Paquets importés estampillés		
	20	25	Nombre de paquets Autre	20	25	Autre
STOCKS EN DÉBUT DE PÉRIODE						
NOMBRE DE PAQUETS REÇUS						
NOMBRE DE PAQUETS ESTAMPILLÉS	()	()				
QUANTITÉ DISPONIBLE						
VENTES:						
À DES EXPORTATEURS INSCRITS				N/A	N/A	N/A
À DES MARQUEURS ET ESTAMPILLEURS INSCRITS						
À D'AUTRES	N/A	N/A				
PROPRIÉTÉS EXPORTATIONS				N/A	N/A	N/A
Pertes/Dommages						
STOCKS EN FIN DE PÉRIODE						

B. RAPPROCHEMENT DES STOCKS - Estampille relative à la taxe sur le tabac (timbres)

STOCKS EN DÉBUT DE PÉRIODE	Estampille sur le carton	Estampille sur la caisse
N° DE PAQUETS REÇUS		
N° d'autorisation		
N° d'autorisation		
N° d'autorisation		
QUANTITÉ DISPONIBLE		
UTILISATION		
Pertes		
STOCKS EN FIN DE PÉRIODE		

C. CALCUL DE LA TAXE (Cigarettes estampillées):

- (1) Nombre de cigarettes estampillées: (Ann. 7, ligne J) _____
- (2) Montant de la taxe (Taux de _____ par cigarette): \$ _____
(Ann. 1, ligne 5)

O. Reg. 8/90, s. 2, part.

Form 14

Tobacco Tax Act



Ontario

Ministry
of
RevenueMotor Fuels and
Tobacco Tax
Branch

Schedule 7

Inventory reconciliation - Unmarked Cigarettes

(To be completed by Registrants who handle unmarked cigarettes)

Name	Ontario Reporting No.
Period Covered	Other Province Registration No.

Quantity

A. OPENING INVENTORY

B. RECEIPTS : (Indicate Supplier)

(1) Domestic Sources : (Sch. 4)

Name of Supplier 1. _____

Supplier 2 _____

Supplier 3. _____

(2) Imports : (Sch. 10, sec. 1)

C. AVAILABLE

Sub-total (A + B)

DISBURSEMENTS :

D. Exports (Sch. 8, re note 1)

E. Sales to registered Indians on reserve (Sch. 11)

F. Sales to Diplomats (Sch. 9, re note 2)

G. Sales to Canadian Forces Overseas (Sch. 9, re note 2)

H. Sales to other Collectors and Registered Exporters (Sch. 4)

I. Other authorized sales. (Sch. 9 re note 2)

J. Cigarettes Stamped (Sch. 6, Sec. C, Line 1)

K. TOTAL DISBURSEMENTS Sub-Total (D + E + F + G + H + I + J)

L. CLOSING INVENTORY

Note:

1. Append detail listings by customer name on Schedule 8, use separate schedule for each jurisdiction.
2. Append detail listings by customer name on Schedule 9.

Formule 14

Loi de la taxe sur le tabac



Ministère
du
Revenu

Direction de la taxe
sur les carburants
et le tabac

Ontario

Annexe 7

Rapprochement des stocks – cigarettes non marquées
(À remplir par les vendeurs inscrits de cigarettes non marquées)

Nom	N° d'identification
Période visée	N° d'inscription (autre province)

Quantité

A. STOCKS EN DÉBUT DE PÉRIODE

B. QUANTITÉ REÇUE: (indiquer le fournisseur)

(1) Sources canadiennes: (Ann. 4)

Nom du fournisseur 1. _____

fournisseur 2. _____

fournisseur 3. _____

(2) Importations: (Annexe 10, article 1)

C. QUANTITÉ DISPONIBLE

Total partiel (A + B)

SORTIES:

D. Exportations (Ann. 8, voir remarque 1)

E. Ventes à des Indiens inscrits dans des réserves (Ann. 11)

F. Ventes à des diplomates (Ann. 9, voir remarque 2)

G. Ventes aux forces canadiennes à l'étranger (Ann. 9, voir remarque 2)

H. Ventes à d'autres percepteurs de la taxe et à des exportateurs inscrits (Ann. 4)

I. Autre ventes autorisées (Ann. 9 voir remarque 2)

J. Cigarettes estampillées (Ann. 6, art. C, Ligne 1)

K. TOTAL DES SORTIES Total partiel (D + E + F + G + H + I + J)


L. STOCKS EN FIN DE PÉRIODE

REMARQUE:

1. Fournir en appendice à l'annexe 8 tous les détails nécessaires pour chaque client; utilisez une annexe distincte pour chaque compétence législative.
2. Fournir à l'Annexe 9 tous les détails nécessaires pour chaque client.

O. Reg. 8/90, s. 2, part.

Form 15
Formule 15Tobacco Tax Act
Loi de la taxe sur le tabac

 Ministry of Revenue
Ministère du Revenu
Ontario

Motor Fuels and Tobacco Tax Branch
Direction de la taxe sur les carburants et le tabac

Schedule 8
Export Sales of Unmarked Cigarettes and Other Tobacco ProductsAnnexe 8
Ventes à l'exportation de cigarettes non marquées et autres produits du tabac

Use reverse for Cut Tobacco / Utiliser le verso pour le tabac haché

Collector's Name & Address (or Branch) / Nom et adresse du percepteur (ou succursale)		Province of Delivery / Province de livraison		For the month of / Pour le mois de		Page		of / de	
Where Shipped Name and Address (Use a separate schedule for each jurisdiction) Nom et adresse du destinataire (Utiliser une formule pour chaque compétence législative)		Invoice Date de facturation	Invoice Number Numéro de facture	Unmarked Cigarettes Cigarettes individually individuellement marked marquées	Cigars - Enter in separate column headings on the next line below the different retail selling prices for cigars. Also enter the applicable tax amounts on the "Amounts of Tax" line 7. Cigars - Inscrire dans des colonnes séparées à la ligne ci-dessous les différents prix de vente au détail des cigares. Inscrire également la taxe applicable à la ligne 7, "montants de la taxe".				
1									
2									
3									
4									
5									
6 Product Total (Carry forward unmarked cigarette total to Schedule 7; Line D) Total (Reporter le total des cigarettes non marquées à l'annexe 7, ligne D)									
7 Amounts of Tax (per Cigar) Montants de la taxe (par cigare)									
8 Tax by Product Category / Taxe par catégorie de produit									

Total Tax Credit for Cut Tobacco (from reverse)
Crédit de taxe total pour le tabac haché (reporté du verso)Total Tax Credit for Cigars
Crédit de taxe total pour les cigares

A \$
B \$

Total Tax Credit for Cut Tobacco, and Cigars
(Sum of Boxes A and B at left)
Crédit de taxe total pour le tabac haché et les cigares
(total des cases A et B à gauche)

C \$

Carry forward to line 7,
Schedule 1. / Reporter
à la ligne 7, annexe 1.

Schedule 8 Annexe 8

Please ensure that customer's name and address, the invoice date and the invoice number are entered on the front of this form.
Assurez-vous que le nom et l'adresse du client, la date de facturation et le numéro de la facture figurent bien au recto de la présente formule.

Invoice Number Numéro de facture	Tabac haché - Enregistrer le tabac à chiquer et le tabac à priser individuellement. Inscrivez, s'il y a lieu, les formats supplémentaires et le montant de la taxe applicable.													
	Cigarette Tobacco / Tabac à cigarettes					Other Tobacco / Autres tabacs								
	50g	200g	350g	g	g	25g	40g	50g	100g	150g	200g	g	g	g
Product Total brought forward bon premier page / Total reporté de la page précédente														
1														
2														
3														
4														
5														
6														
Product Total Total														
Amount of Tax per package / Montant de la taxe par paquet														
Tax by Product Category/ Taxe par catégorie de produit	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Total Tax Credit for Cut Tobacco(Carry forward to Box A on front)
Crédit de taxe total pour le tabac haché (Reporter à la case A, au recto de la présente)

\$

O. Reg. 8/90, s. 2, part, revised.

Form 16
Formule 16Tobacco Tax Act
Loi de la taxe sur le tabac
 Ministry of
du
Revenue
Revenu

 Ontario
Motor Fuels and Tobacco Tax Branch
Direction de la taxe sur les carburants et le tabac

 Use reverse for Cut Tobacco. Please complete a separate schedule for each type of sale. Check appropriate box.
Utiliser le verso pour le tabac haché. Prière de remplir une annexe différente pour chaque type de vente. Cocher la case correspondante.

Collector's Name & Address (or Branch) / Nom et adresse du percepteur (ou succursale)

 Schedule 9
Sales of Unmarked Cigarettes and Tax Exempt Tobacco Products to Non Indians
Annexe 9
Vente de cigarettes non marquées et de produits du tabac exempts de la taxe à des non-Indiens

Province of Delivery / Province de livraison		For the month of / Pour le mois de		Page		of / de	
<input type="checkbox"/> Current Fiscal Year Année fiscale en cours		<input type="checkbox"/> Debit Débit		<input type="checkbox"/> Credit Crédit		<input type="checkbox"/> Other Autre	
Where Shipped Name and Address (Use a separate schedule for each jurisdiction) Nom et adresse du destinataire (Utiliser une formule pour chaque compétence législative)	Invoice Date Date de facturation	Invoice Number Numéro de facture	Unmarked Cigarettes Cigarettes non marquées individuellement	Cigars - Enter in separate column headings on the next line below the different retail selling prices for cigars. Also enter the applicable tax amounts on the "Amounts of Tax" line 7. Cigares - inscrire dans des colonnes séparées à la ligne ci-dessous les différents prix de vente au détail des cigares. Inscrire également la taxe applicable à la ligne 7, "montants de la taxe".			
1							
2							
3							
4							
5							
Product Total (Carry forward unmarked cigarette total to Schedule 7, Line F, G or I) Total (Reporter le total des cigarettes non marquées à l'annexe 7, ligne F, G ou I)							
Amounts of Tax (per Cigar) Montant de la taxe (par cigare)							
8 Tax by Product Category / Taxe par catégorie de produit							

 Total Tax Credit for Cut Tobacco (from reverse)
Crédit de taxe total pour le tabac haché
(reporte du verso)

 Total Tax Credit for Cigar
Crédit de taxe total pour les cigares

A \$

B \$

 Total Tax Credit for Cut Tobacco, and Cigar
(Sum of Boxes A and B at left)

 Crédit de taxe total pour le tabac haché et les cigares
(total des cases A et B à gauche)

C \$

 Carry forward to line 8,
Schedule 1. / Reporter
à la ligne 8, annexe 1.

Schedule 9 Annexe 9

Please ensure that customer's name and address, the invoice date and the invoice number are entered on the front of this form.

Assurez-vous que le nom et l'adresse du client, la date de facturation et le numéro de la facture figurent bien au recto de la présente formule.

Invoice Number Numéro de facture	Tabac haché - Enregistrer le tabac à chiquer et le tabac à priser individuellement. inscrire, s'il y a lieu, les formats supplémentaires et le montant de la taxe applicable.													
	Cigarette Tobacco / Tabac à cigarettes					Other Tobacco / Autres tabacs								
	50g	200g	350g	g	g	25g	40g	50g	100g	150g	200g	g	g	g
Product Total brought forward from previous page / Total reporté de la page précédente														
1														
2														
3														
4														
5														
6														
Product Total Total														
Amount of Tax per package / Montant de la taxe par paquet														
Tax by Product Category/ Taxe par catégorie de produit	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Total Tax Credit for Cut Tobacco(Carry forward to Box A on front)
Crédit de taxe total pour le tabac haché (Reporter à la case A, au recto de la présente)

\$

O. Reg. 8/90, s. 2, part, revised.

Form 17

Tobacco Tax Act



Ministry of
Revenue Motor Fuels and
Tobacco Tax
Branch

Ontario

Schedule 10

Importation of Cigarettes and other Tobacco Products

(To be completed by Registered Importers of Tobacco Products)

Name of Importer	Reporting No.
Period Covered	

1. Unmarked Cigarettes:

Supplier	Point of Origin	Date of Importation	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			TOTAL: _____

2. Marked Cigarettes:

Supplier	Point of Origin	Date of Importation	Quantity	Tax Rate	Tax Due
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
				TOTAL:	_____

3. Cigars:

Supplier	Point of Origin	Date of Importation	Brand	Quantity	Selling Price	Tax Rate	Tax Due
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
				TOTAL:	_____		_____

4. Cut Tobaccos (Packages):

Supplier	Point of Origin	Date of Importation	Pkg. Size	Quantity	No. of Grams	Tax Rate	Tax Due
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
				TOTAL:	_____		_____

5. Total Tax Due (total of Sections 3 and 4):
(not accounted on supplier's Schedule 3's)

\$

Carry forward to Line 4, Sch. 1

Formule 17

Loi de la taxe sur le tabac



Ontario

Ministère
du
Revenu

Direction de la taxe
sur les carburants
et le tabac

Annexe 10

Importation de cigarettes et autres produits du tabac

(À remplir par les importateurs inscrits de produits du tabac)

Nom de l'importateur	N° d'identification
Période visée	

1. Cigarettes non marquées:

Fournisseur	Origine	Date d'importation	Quantité
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:			_____

2. Cigarettes marquées:

Fournisseur	Origine	Date d'importation	Quantité	Taux	Taxe due
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL:			_____	_____	_____

3. Cigares:

Fournisseur	Origine	Date d'importation	Marque	Quantité	Prix de vente	Taux	Taxe due
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTAL:			_____	_____	_____	_____	_____

4. Tabac haché (paquets):

Fournisseur	Origine	Date d'importation	Taille des paquets	Quantité	Poids (en grammes)	Taux	Taxe due
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTAL:			_____	_____	_____	_____	_____

5. Taxe totale due (total des parties 3 et 4):

(montant non inclus dans l'annexe 3 concernant le fournisseur)

Reporté à la ligne 4, annexe 1

\$

Schedule 11

Annexe 11

Please ensure that customer's name and address, the invoice date and the invoice number are entered on the front of this form.
Assurez-vous que le nom et l'adresse du client, la date de facturation et le numéro de la facture figurent bien au recto de cette formule.

Invoice Number Numéro de facture	Cigarette Tobacco / Tabac à cigarettes						Other Tobacco / Autres tabacs								
	50g	200g	350g	g	g	g	25g	40g	50g	100g	150g	200g	g	g	g
Product Total brought forward from previous page / Total reporté de la page précédente															
1															
2															
3															
4															
5															
6															
7	Product Total Total														
8	Amount of Tax per package / Montant de la taxe par paquet														
9	Tax by Product Category / Taxe par catégorie de produit	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Total Tax Credit for Cut Tobacco(Carry forward to Box A on front)
Crédit de taxe total pour le tabac haché (Reporter à la case A, au recto de la présente)

\$

Form 19

Tobacco Tax Act



Ontario

Ministry of
Revenue
Motor Fuels and
Tobacco Tax
Branch

Schedule 12

Ontario Tax Paid Acquisitions of Tobacco Products

Name of Wholesaler:	Reporting No.
Period Covered:	

Name of Supplier	Invoice #	Invoice Date	Ontario Tax Paid

Total: _____

(Note: If you are a collector,
carry forward to Line 6, Schedule 1)

Formule 19

Loi de la taxe sur le tabac



Ontario

Ministère du
Revenu
Direction de la taxe
sur les carburants
et le tabac

Annexe 12

Achats de produits du tabac libérés de la taxe de l'Ontario

Nom du grossiste:	N° d'identification
Période visée:	

Nom du fournisseur	N° de facture	Date de facturation	Taxe de l'Ontario payée

Total: _____

(Remarque: Si vous êtes percepteur,
reportez le total à ligne 6, annexe 1.)

O. Reg. 8/90, s. 2, part.

Form 20*Tobacco Tax Act*

Ministry of Motor Fuels and
Tobacco Tax
Revenue Branch

Wholesale Dealer's Permit - TT203

Name	Address
------	---------

The above-named is authorized under Regulation 1034 of R.R.O., 1990 made under the Tobacco Tax Act to carry on business as a tobacco wholesale dealer in the Province of Ontario.

This permit is subject to suspension or cancellation for failure of the holder to observe and comply with the provisions of the Act and the regulations made thereunder.

Issuing Date

IMPORTANT MESSAGE: This is NOT a tax exempt permit.

Minister of Revenue

Formule 20*Loi de la taxe sur le tabac*

Ministère de la Direction de la taxe
du sur les carburants
Revenu et le tabac

Permis de grossiste - TT203

Nom	Adresse
-----	---------

La personne susmentionnée est autorisée, conformément au règlement 1034 des R.R.O., 1990, pris en application de la Loi de la taxe sur le tabac, à agir en tant que grossiste dans la province de l'Ontario.

Ce permis pourra être suspendu ou annulé en cas de non-respect, de la part du titulaire, des dispositions de la Loi et des règlements pris en application de celle-ci.

Date

Le ministre du Revenu,

IMPORTANT: Le présent document n'est PAS un certificat d'exemption de taxe.

O. Reg. 8/90, s. 2, *part, revised.*

Form 21*Tobacco Tax Act*

Ministry of
Motor Fuels and
Tobacco Tax
Revenue Branch

Registration Certificate- TT204

Name	Address
------	---------

The above-named is registered under Regulation 1034 of R.R.O., 1990 made under the Tobacco Tax Act to carry on business as

with respect to tobacco products in the Province of Ontario.

Issuing Date	Expiry Date
--------------	-------------

IMPORTANT MESSAGE: This is NOT a tax exempt certificate.

Minister of Revenue

Formule 21*Loi de la taxe sur le tabac*

Ministère de la Direction de la taxe
du sur les carburants
Revenu et le tabac

Certificat d'inscription - TT204

Nom	Adresse
-----	---------

Conformément au règlement 1034 des R.R.O., 1990, pris en application de la Loi de la taxe sur le tabac, la personne susmentionnée est inscrite comme pouvant exercer les activités de

à l'égard de produits du tabac dans la province de l'Ontario.

Fait le	Expiré le
---------	-----------

Le ministre du Revenu,

IMPORTANT: Le présent document n'est PAS un certificat d'exemption de taxe.

O. Reg. 8/90, s. 2, *part.*

Form 22
Formule 22

Tobacco Tax Act
Loi de la taxe sur le tabac



Ontario

Ministry
of
Revenue

Ministère
du
Revenu

Motor Fuels and Tobacco Tax Branch
Direction de la taxe sur les carburants et le tabac

**Advance Notice of Importation/
Exportation - TT102**

**Préavis d'importation/d'exportation
- TT102**

This form
La présente formule

- is for the completion by the importer/exporter of tobacco products in bulk; and
est à remplir par l'importateur/l'exportateur de produits du tabac en vrac;
- must be completed and delivered to the Ministry within TEN days before the importation/exportation of the tobacco products.
et doit parvenir au ministère, dûment remplie, dans les DIX jours précédant l'importation/l'exportation de produits du tabac.

Name of Importer/Exporter / Nom de l'importateur/l'exportateur			
Importer's/Exporter's Address / Adresse de l'importateur/l'exportateur			
Name of Customer / Nom du client			
Customer's Address / Adresse du client			
Province / State of Destination <i>Province / État de destination</i>	Point of Entry/Exit <i>Point d'entrée / de sortie</i>	Point of Origin <i>Point de départ</i>	Date of Import/Export <i>Date d'importation/d'exportation</i>
Quantity of Tobacco Products to be Imported/Exported / Quantité de produits du tabac devant être importés/exportés			
(a) Number of Cigarettes / Nombre de cigarettes	(b) Number of grams of Tobacco (fine cut etc.) <i>Poids du tabac, en grammes (haché fin, etc.)</i>	(c) Number of Cigars <i>Nombre de cigares</i>	
Name of Transporter/Nom du transporteur			

Certification / Attestation

I certify that this statement and other statements of information included herein are true, correct and complete.
J'atteste que tous les renseignements figurant dans la présente déclaration sont véridiques, exacts et complets.

Name (Please print) <i>Nom (en caractères d'imprimerie)</i>	Title / Titre	Signature	Date
--	---------------	-----------	------

O. Reg. 8/90, s. 2, part.

Form 23*Tobacco Tax Act*

Ministry of Motor Fuels and
Tobacco Tax
Revenue Branch

Unmarked Cigarette Dealer's Permit - TT206

Name	Address
------	---------

The above-named is authorized under Regulation 1034 of R.R.O., 1990 made under the Tobacco Tax Act to acquire unmarked cigarettes strictly for the following purposes:

--	--

Issuing Date	Expiry Date
--------------	-------------

IMPORTANT MESSAGE: Unless otherwise authorized, bearer must pay tobacco tax on purchases of marked cigarettes and other tobacco products except unmarked cigarettes.

Minister of Revenue

Formule 23*Loi de la taxe sur le tabac*

Ministère de la Direction de la taxe
du sur les carburants
Revenu et le tabac

**Permis de marchand de cigarettes non marquées
- TT206**

Nom	Adresse
-----	---------

La personne susmentionnée est autorisée, conformément au règlement 1034 des R.R.O., 1990, pris en application de la Loi de la taxe sur le tabac, à acheter des cigarettes non marquées exclusivement aux fins décrites ci-après :

--	--

Fait le	Expire le
---------	-----------

IMPORTANT : Sauf autorisation contraire, le porteur est tenu de payer la taxe sur tout achat de cigarettes marquées et autres produits du tabac, à l'exception des cigarettes non marquées.

Le ministre du Revenu,

O. Reg. 8/90, s. 2, part, revised.



Ministry
of
Revenue

Motor Fuels and
Tobacco Tax
Branch

Form 24*Tobacco Tax Act*

Ontario

Schedule 14

Tax Included Sales of Marked Cigarettes
and Other Tobacco Products

Name	Reporting Number
Period Covered	Name of Customer

Invoice Number	Invoice Date	Shipping Date	\$ Tax Collected
.....
.....
.....
Customer Total: (Manufacturers/Markers Carry this figure forward to the TT101 line G)			\$

Note 1:

Collectors: File this Schedule for Sales to Wholesalers or other Collectors on which Ontario Tobacco Tax was charged.
Manufacturers/Markers: File this Schedule for Sales to Retailers, institutions, etc. on which Ontario Tobacco Tax was charged.

Note 2:

Approval may be obtained from the Ministry to use a computer-produced facsimile of this form.
This, or any other approved facsimile thereof in support of Tobacco Tax Return must be submitted in duplicate.
A separate Schedule 13 is required for each customer.



Ministère
du
Revenu

Direction de la taxe
sur les carburants
et le tabac

Formule 24*Loi de la taxe sur le tabac*

Ontario

Annexe 14

Ventes de cigarettes marquées et
autres produits du tabac, taxe incluse

Nom	N° d'identification
Période visée	Nom du client

N° de facture	Date de facturation	Date d'expédition	\$ Taxe perçue
.....
.....
.....
Total du client : (Les fabricants/marqueurs doivent reporter le montant à la ligne G de la formule TT101)			\$

Remarque 1 :

Les percepteurs doivent soumettre la présente formule pour les ventes aux grossistes ou autres percepteurs ayant payé la taxe sur le tabac en Ontario.
Les fabricants/marqueurs doivent soumettre la présente formule pour les ventes de tabac aux détaillants, établissements et autres ayant payé la taxe sur le tabac en Ontario.

Remarque 2 :

Vous pouvez obtenir du ministère l'autorisation d'utiliser une copie de la présente formule produite par ordinateur.
Joindre à la déclaration relative à la taxe sur le tabac deux exemplaires de la présente formule ou de toute copie autorisée.
Il faut une annexe 13 par client.

O. Reg. 8/90, s. 2, part.

REGULATION 1034

GENERAL

1.—(1) In the Act and this Regulation,

“carton” means a container in the form of a wrapper or paperboard box in which fifteen or fewer packages of cigarettes are packed;

“case” means a container in which twenty-five or more cartons of cigarettes are packed;

“cigar” includes

- (a) a tobacco product that is sold as a cigar, cigarillo or cheero, and
- (b) a tobacco product that is in the form of a roll or tube that is intended for smoking and that consists of a filler composed of pieces of natural or reconstituted leaf tobacco, a binder of natural or reconstituted leaf tobacco in which the filler is wrapped and a wrapper of natural or reconstituted leaf tobacco;

“cigarette” includes,

- (a) a tobacco product that is not a cigar, that is sold as a cigarette, and
- (b) a tobacco product that is not a cigar and that is in the form of a roll or tube and that,
 - (i) is intended to be assembled with a non-tobacco product or products to form another tobacco product that is intended to be smoked without further assembly,
 - (ii) is a tobacco product that is intended to be smoked without further cutting or assembly, or
 - (iii) is intended to be smoked after it is cut into two or more segments;

“collector” means a person designated as a collector under section 4 of the Act;

“manufacturer” means a wholesale dealer who manufactures, fabricates or produces cigarettes for distribution, sale or storage in Ontario;

“package of cigarettes” means a container in which thirty or fewer cigarettes are packed;

“tear tape” means the plastic ribbon that is wrapped around a package of cigarettes to facilitate the opening of the cellophane wrapping that encloses the package;

“unmarked cigarettes” means packages of cigarettes, cartons or cases that are not marked or stamped with an indicium. O. Reg. 574/89, s. 1, *part*; O. Reg. 696/89, s. 1.

(2) For the purposes of the Act and this Regulation, if a cigarette other than a cigarette referred to in subclause (b) (i) of the definition of cigarette exceeds 102 millimetres in length or 5.2 cubic centimetres in volume or both, the cigarette shall be deemed to be that number of separate cigarettes that is calculated according to whichever of the following rules yields the greater number of separate cigarettes:

- 1. The first seventy-six millimetres and each seventy-six millimetre portion or fraction thereof remaining is a separate cigarette.
- 2. The first 3.9 cubic centimetres and each cubic centimetre or fraction thereof remaining is a separate cigarette.

(3) For the purposes of the Act and this Regulation, if a tobacco product referred to in subclause (b) (i) of the definition of cigarette that is intended to be smoked without further assembly exceeds 102 millimetres in length or 5.2 cubic centimetres in volume or both, the cigarette that forms part of that tobacco product shall be deemed to be that number of separate cigarettes that is calculated according to whichever of the following rules, applied to the tobacco product referred to in subclause (b) (i) of the definition of cigarette that is intended to be smoked without further assembly, yields the greater number of separate cigarettes:

- 1. The first seventy-six millimetres and each seventy-six millimetre portion or fraction thereof remaining is a separate cigarette.
- 2. The first 3.9 cubic centimetres and each cubic centimetre or fraction thereof remaining is a separate cigarette. O. Reg. 574/89, s. 1, *part*.

2.—(1) A person may mark a package of cigarettes, a carton or a case with an indicium only if the person is a manufacturer who is the holder of a permit to mark cigarettes.

(2) A person may stamp a package of cigarettes, a carton or a case with an indicium only if the person is a collector who is the holder of a permit to stamp cigarettes.

(3) A collector may import for sale in Ontario cigarettes that are acquired from a person, other than a person who holds a permit to mark cigarettes, only if the collector is the holder of a permit to stamp cigarettes.

(4) A manufacturer who holds a subsisting wholesale dealer's permit may apply to the Minister for a permit to mark cigarettes.

(5) A wholesale dealer, other than a manufacturer, who is a collector may apply to the Minister for a permit to stamp cigarettes.

(6) The Minister shall issue a permit to mark cigarettes to an applicant.

(7) The Minister shall issue a permit to stamp cigarettes to an applicant unless,

- (a) the applicant has not paid all taxes due under the Act;
- (b) the applicant, or an officer, director, shareholder, employee or partner of the applicant, has failed to pay a fine levied upon conviction of an offence under the Act;
- (c) the applicant, or an officer, director, shareholder, employee or partner of the applicant, has been convicted of an offence of fraud or tax evasion within the previous five years; or
- (d) a permit issued to the applicant under this section has been cancelled within the previous five years.

(8) A person who is the holder of a permit to mark or stamp cigarettes shall forthwith notify the Minister in writing,

- (a) if there is a change in the name of the business of the person;
- (b) if there is a change in the nature of the person's business;
- (c) if the person terminates the person's business; or
- (d) if the person closes or changes the location where packages of cigarettes, cartons or cases are marked or stamped by the person.

(9) Every person who is the holder of a permit to stamp cigarettes shall account, in the return required under subsection 13 (1), for all

indicia received from the Minister for stamping cartons. O. Reg. 696/89, s. 2, *part*.

3. Every application for a wholesale dealer's permit shall,

- (a) contain the name and address of the wholesale dealer; and
- (b) be signed by the wholesale dealer and, where the wholesale dealer is a partnership, shall be signed by one of the partners, and, where the wholesale dealer is a corporation, association or syndicate, shall be signed by the president or other duly authorized officer thereof. R.R.O. 1980, Reg. 934, s. 3.

4. Every wholesale dealer's permit shall designate the principal place at which the business of the wholesale dealer is to be carried on and shall be displayed in a prominent position at the wholesale dealer's principal place of business. R.R.O. 1980, Reg. 934, s. 4.

5. Every wholesale dealer who ceases to be a wholesale dealer shall surrender the dealer's permit to the Minister within ten days of the cessation. R.R.O. 1980, Reg. 934, s. 5.

6. Every wholesale dealer who changes the name under which the dealer is carrying on business or the address of the dealer's principal place of business shall immediately notify the Minister. R.R.O. 1980, Reg. 934, s. 6.

7. Every wholesale dealer's permit shall be renewed annually and remains in force, unless otherwise cancelled or suspended, until the 31st day of December in each year. R.R.O. 1980, Reg. 934, s. 7.

8. Where a wholesale dealer's permit has been lost, destroyed or defaced, the wholesale dealer shall immediately advise the Minister of the loss, destruction or defacement and the Minister may issue a copy of the permit, which shall have the same force and effect as the original. R.R.O. 1980, Reg. 934, s. 8.

9. Every wholesale dealer shall imprint the dealer's permit number in a prominent place on all stationery used by the dealer in connection with the dealer's business as a wholesale dealer. R.R.O. 1980, Reg. 934, s. 9.

10.—(1) A wholesale dealer shall not purchase, possess, store or sell in Ontario unmarked cigarettes, unless the wholesale dealer holds a permit to purchase and sell unmarked cigarettes.

(2) A wholesale dealer who is a collector may apply to the Minister for a permit to purchase and sell unmarked cigarettes.

(3) The Minister shall, unless the applicant is a person described in clause 2 (7) (a), (b), (c) or (d), issue a permit to purchase and sell unmarked cigarettes to an applicant if the applicant requires unmarked cigarettes,

- (a) for sale in Ontario to retail dealers situated on a reserve for resale to Indian consumers;
- (b) for sale and delivery to those members of the Diplomatic Corps referred to in paragraph 1 of section 23; or
- (c) for resale in a jurisdiction outside Ontario in which the applicant is designated in writing to collect the cigarette tax levied by that jurisdiction.

(4) A retail dealer, except as provided in subsection (3), shall not purchase, possess, store or sell unmarked cigarettes in Ontario. O. Reg. 696/89, s. 2, *part*.

11.—(1) A person who sells packages of cigarettes or cartons or cases that are marked or stamped with an indicium to a dealer who is not a collector shall collect and remit the tax imposed by the Act from the dealer in the manner set out under section 13.

(2) A manufacturer of cigarettes shall not sell unmarked ciga-

rettes to a wholesale dealer unless the wholesale dealer is the holder of a permit to sell unmarked cigarettes.

(3) Every collector shall collect and remit the tax imposed by the Act in the manner set out in section 13 from each dealer or consumer to whom the collector sells packages of cigarettes, cartons or cases that are marked or stamped with an indicium or cigars or other tobacco products.

(4) Every dealer who is not a collector shall collect and pay to a collector the tax imposed by the Act on all sales of packages of cigarettes, cartons or cases that are marked or stamped with an indicium or cigars or other tobacco products made by the dealer. O. Reg. 696/89, s. 2, *part*.

12. Every dealer who is not a collector shall collect the tax imposed by the Act and pay over the tax to a collector. R.R.O. 1980, Reg. 934, s. 10.

13.—(1) Every collector shall on or before the 28th day of each month, in respect of the preceding month,

- (a) deliver to the Minister such return as the Minister requires; and
- (b) remit to the Minister with the return required by clause (a), the amount of tax required to be collected by the collector and to be paid over by dealers to the collector under this Regulation. R.R.O. 1980, Reg. 934, s. 11 (1); O. Reg. 696/89, s. 3 (1).

(2) Every collector who sells tobacco products to another collector, shall deliver in duplicate on or before the seventh day of each month, a return to the Minister in respect of the sales and distribution of tobacco products during the immediately preceding calendar month to the other collector that shows,

- (a) the quantities of cigarettes, cigars and tobacco other than cigarettes and cigars sold;
- (b) the name and address of the collectors to whom the tobacco products were sold;
- (c) the date of the sale of the tobacco products;
- (d) the shipping date of the tobacco products;
- (e) the reference number of the invoice in respect of the sale of the tobacco products; and
- (f) the amount of the tax that the collector is obliged to collect upon the resale of the tobacco products. O. Reg. 696/89, s. 3 (2).

14.—(1) The Minister may upon application in writing authorize a collector to deliver a consolidated return with respect to all the collector's places of business.

(2) Where the Minister has authorized a collector to deliver a consolidated return as provided in subsection (1), the return shall be accompanied by a schedule showing the address of each place of business and the amount of tax collected at each place of business. R.R.O. 1980, Reg. 934, s. 13.

15. Every retail dealer who purchases tobacco from a person other than a wholesale dealer holding a permit issued under the Act shall prepare a report giving particulars of the purchase and forward the report, together with all taxes due with respect to the tobacco, to the Minister within twenty-five days of the purchase. R.R.O. 1980, Reg. 934, s. 14.

16. Every consumer who purchases tobacco from any person who does not hold either a vendor's permit issued under the *Retail Sales Tax Act*, or a wholesale dealer's permit issued under the *Tobacco Tax Act*, shall prepare a report giving particulars of the purchase and

forward the report, together with all taxes due with respect to the tobacco, to the Minister within twenty-five days of the purchase. R.R.O. 1980, Reg. 934, s. 15.

17. Where the Minister requires a dealer to complete an inventory under subsection 23 (7) of the Act there may be paid to such dealer an amount, equal to 5 per cent of any additional tax due on such inventory at the time of remittance by the dealer to the Minister, compensation for the dealer's services in compiling the inventory and the dealer may deduct such compensation from the tax otherwise to be remitted to the Treasurer but no deduction may be made if a dealer fails to complete an inventory report or remit the tax due and payable by the dealer at the time and in the manner required by the request for such inventory. R.R.O. 1980, Reg. 934, s. 16.

18.—(1) Every collector shall keep at the collector's principal place of business records and books of account in such form and containing such information as will enable the accurate determination of the taxes collectable under the Act.

(2) Every collector shall, until written permission for their disposal is received from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such record or book of account. R.R.O. 1980, Reg. 934, s. 17.

19.—(1) The Minister may require a collector to deposit with the Minister security satisfactory to the Minister in an amount not less than an amount equal to three times the amount of the estimated tax that would be collected by the collector each month under the Act.

(2) Where a collector who has deposited security with the Minister under subsection (1) has failed to collect or remit tax in accordance with the Act, the Minister may, by giving written notice to the collector by registered mail or personal service, apply the security in whole or in part to the amount that should have been collected, remitted or paid by the collector under the Act. R.R.O. 1980, Reg. 934, s. 18.

20. The Minister may, upon application from a collector, refund the tax remitted by the collector for tobacco that has been returned by a dealer to the collector for credit and upon which tax has been collected at the time of delivery to the dealer. R.R.O. 1980, Reg. 934, s. 19.

21.—(1) Every package of cigarettes that is intended to be sold in Ontario to a consumer who is required to pay tax under the Act shall be marked on the tear tape with an indicium that meets the following specifications:

1. The indicium shall read "CANADA DUTY PAID—DROIT ACQUITTE—ONTARIO".
2. The width of the indicium shall not be less than 4.5 millimetres.
3. The background colour of the indicium shall be in opaque process yellow, 100 per cent.
4. The colour of the text shall be in process black, 100 per cent.
5. The text shall be in Helvetica eight point.

(2) Every carton that is intended to be sold in Ontario to a consumer who is required to pay tax under the Act shall be marked or stamped with an indicium that meets the following specifications:

1. The indicium shall read "ONTARIO".
2. The width of the indicium shall not be less than 2.9 centimetres.
3. The height of the indicium shall not be less than 1.4 centimetres.

4. The indicium shall be surrounded by a border that is a thickness of 1.5 point.
5. The background colour of the indicium shall be in opaque process yellow, 100 per cent.
6. The colour of the text and border shall be in process black, 100 per cent.
7. The text shall be in Helvetica bold ten point, upper case lettering.

(3) A carton of cigarettes,

- (a) that is manufactured or acquired before the 1st day of September, 1990 for sale in Ontario to a consumer who is required to pay tax under the Act shall be marked by the affixing or imprinting of the indicium;
- (b) that is manufactured or acquired after the 1st day of September, 1990 for sale in Ontario to a consumer who is required to pay tax under the Act shall be marked by the imprinting of the indicium; and
- (c) that is imported for sale in Ontario to a consumer who is required to pay tax under the Act shall be stamped by the affixing of the indicium.

(4) The indicium referred to in subsection (2) shall be affixed or imprinted, as the case requires, on each end sticker that seals the end flaps of the carton or, if the carton is a paperboard box, at each end of the box.

(5) Every case that contains packages of cigarettes and cartons that are marked or stamped in accordance with this section shall be marked or stamped by printing on the case the word "ONTARIO".

(6) The word "ONTARIO" referred to in subsection (5) shall be printed on the top of any two opposite face sides of the case and shall meet the following specifications:

1. The text shall be 38.1 millimetres in height, upper case lettering.
2. The colouring of the text shall be process black, 100 per cent. O. Reg. 696/89, s. 5, *part*.

22.—(1) A dealer may distribute a package of cigarettes or carton free of charge only if the package or carton is marked or stamped with an indicium in accordance with section 21.

(2) A dealer may distribute a case free of charge only if the case has the word "ONTARIO" printed on it in accordance with subsection 21 (6). O. Reg. 696/89, s. 5, *part*.

23. The following classes of persons are exempt from the payment of the tax imposed by the Act:

1. Those members of the Diplomatic Corps eligible for inclusion in the Diplomatic List and Representatives of other Countries in Canada as published by the Department of External Affairs, where the tobacco so acquired is for their exclusive use, as follows:
 - i. Heads of Missions, including Ambassadors, Ministers and Chargés d'Affaires of foreign countries stationed at Ottawa and diplomatic officers on their staffs.
 - ii. High Commissioners representing countries of the British Commonwealth and officers on their staffs enjoying diplomatic status who are stationed in Ontario.

- iii. Consuls-General, Consuls and Vice-Consuls of career who are stationed in Ontario.
- iv. Trade Commissioners and Assistant Trade Commissioners of career who are stationed in Ontario.

2. Indians who purchase on a reserve unmarked cigarettes or tobacco products other than cigarettes for their exclusive use, and "reserve" for the purposes of this section means a reserve, as defined under the *Indian Act* (Canada) or an Indian settlement located on Crown land, the Indian inhabitants of which are treated by the Department of Indian Affairs and Northern Development in the same manner as Indians residing on a reserve as defined under the *Indian Act* (Canada). R.R.O. 1980, Reg. 934, s. 23; O. Reg. 696/89, s. 6.

24.—(1) The following tobacco products are excluded from the Act:

- 1. Tobacco that is returned either to a manufacturer or importer to be destroyed because it is unfit for consumption.
- 2. Unmarked cigarettes or tobacco products other than cigarettes that are exported from Ontario for sale in bulk by a person who is not a manufacturer and who holds a valid wholesale dealer's permit for shipment to an establishment or facility of the exporter located outside Ontario where the exporter is authorized to collect taxes on tobacco on behalf of the jurisdiction to which the tobacco is to be ultimately exported and in which it is sold to consumers.
- 3. Unmarked cigarettes or tobacco products other than cigarettes that are exported from Ontario for sale in bulk by a manufacturer for shipment to,
 - i. an establishment or facility of the manufacturer located outside Ontario, or
 - ii. an establishment or facility of another person located outside Ontario provided that the manufacturer has applied for and received the approval of the Minister prior to making such export,

where the person operating the establishment or facility is authorized to collect taxes on tobacco on behalf of the jurisdiction to which the tobacco is to be ultimately exported and in which it is sold to consumers. R.R.O. 1980, Reg. 934, s. 24; O. Reg. 605/83, s. 1; O. Reg. 743/84, s. 2; O. Reg. 696/89, s. 7, *part*.

(2) In this section,

"sale in bulk" means a sale of 10,000 cigarettes or more, 50 cigars or more or 300 grams or more of tobacco not defined to be cigarettes or cigars;

"manufacturer" means a person who manufactures, fabricates or produces tobacco products for sale, where sales of such tobacco products represent more than 50 per cent of that person's gross sales in the fiscal year. R.R.O. 1980, Reg. 934, s. 24; O. Reg. 605/83, s. 1; O. Reg. 743/84, s. 2; O. Reg. 696/89, s. 7, *part*.

25.—(1) The rate of interest payable per annum under the Act shall be reviewed semi-annually and adjusted effective on the 1st day of April and the 1st day of October in each year, and shall remain in force until the next adjustment date, and the rate shall be the mean rate rounded to the nearest whole percentage point of the lowest interest rates charged to their most credit-worthy borrowers for prime business loans by the Royal Bank of Canada, the Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and the Toronto-Dominion Bank, and

- (a) where the date of the interest adjustment is the 1st day of

April, the rate shall be based on the mean interest rates effective on the immediately preceding 15th day of January; and

- (b) where the date of the interest adjustment is the 1st day of October, the rate shall be based on the mean interest rates effective on the immediately preceding 15th day of July,

and the Minister shall cause the rate to be printed in *The Ontario Gazette* published next after the coming into force of the adjusted rate.

(2) Despite subsection (1), the rate of interest payable under subsection 38 (4) of the Act is,

- (a) 6 per cent per annum for that portion of the period of calculation referred to therein that is before the 1st day of August, 1980;
- (b) 12 per cent per annum for that portion of the period of calculation referred to therein that is after the 31st day of July, 1980 and before the 1st day of February, 1982; and
- (c) 15 per cent per annum for that portion of the period of calculation referred to therein that is after the 31st day of January, 1982 and before the 1st day of April, 1983.

(3) Despite subsection (1), the rate of interest payable under subsection 38 (5) of the Act is,

- (a) 9 per cent per annum for the period of calculation referred to therein and described in subsection (2) of the said section that is before the 1st day of August, 1980;
- (b) 12 per cent per annum for the period of calculation referred to therein and described in subsection (2) of the said section that is after the 31st day of July, 1980 and before the 1st day of February, 1982; and
- (c) 15 per cent per annum for the period of calculation referred to therein and described in subsection (2) of the said section that is after the 31st day of January, 1982 and before the 1st day of April, 1983.

(4) Where a calculation of interest is made under the Act with respect to any period ending after the 31st day of March, 1983, the rate of interest payable with respect to each portion of the period of calculation after that date shall be the rate of interest in effect for that portion of the period as prescribed under subsection (1). O. Reg. 504/83, s. 1.

26. The Minister may extend the time for making any return either before or after the time for making it has expired. R.R.O. 1980, Reg. 934, s. 26.

27.—(1) The Deputy Minister of Revenue may exercise any power or perform any duty conferred or imposed upon the Minister by the Act or this Regulation.

(2) The officer in the Ministry of Revenue holding the position of Assistant Deputy Minister, Tax Revenue may exercise any power or perform any duty conferred or imposed upon the Minister by the Act or this Regulation.

(3) The officer in the Ministry of Revenue holding the position of Director, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister,

- (a) under the following sections of the Act,
 - (i) section 11
 - (ii) subsection 14 (1),
 - (iii) subsection 20 (3),

- (iv) clauses 23 (1) (a), (b) and (c) and subsections 23 (3), (5) and (7),
- (v) subsection 26 (1),
- (vi) subsection 32 (2); and
- (b) under the following sections of this Regulation,
 - (i) section 2,
 - (ii) clause 13 (1) (a),
 - (iii) subsection 13 (2),
 - (iv) subsection 14 (1),
 - (v) subsection 18 (2), and
 - (vi) sections 19 and 26.

(4) The officer in the Ministry of Revenue holding the position of Manager of Operations, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister,

- (a) under subsection 14 (1) and clauses 23 (1) (a), (b) and (c) and subsections 23 (3) and (7) of the Act; and
- (b) under the following sections of this Regulation,
 - (i) subsection 13 (2),
 - (ii) subsection 14 (1), and
 - (iii) subsection 18 (2).

(5) The officer in the Ministry of Revenue holding the position of Manager, Tax Advisory Services, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister under subsection 14 (1) of the Act and under sections 19 and 26 of this Regulation.

(6) The officer in the Ministry of Revenue holding the position of Manager of Audit, Motor Fuels and Tobacco Tax Branch, may exercise the powers and perform the duties of the Minister under clauses 23 (1) (a), (b) and (c) and subsections 23 (3) and (7) of the Act.

(7) The officer in the Ministry of Revenue holding the position of Director, Special Investigations Branch, may exercise the powers and perform the duties of the Minister under subsections 23 (1), (3), (4) and (5) of the Act.

(8) The officer in the Ministry of Revenue holding the position of Director, Legal Services Branch, may exercise the powers and perform the duties of the Minister under subsection 22 (11), under clause 25 (1) (b), under subsection 26 (1) and under subsection 32 (2) of the Act.

(9) The officer in the Ministry of Revenue holding the position of Director, Tax Appeals Branch, may exercise the power or perform the duty conferred or imposed upon the Minister under subsection 22 (11) of the Act. R.R.O. 1980, Reg. 934, s. 27.

REGULATION 1035

REFUNDS

1.—(1) Upon application by a collector, the Minister may refund to the collector tax remitted by the collector in respect of a class of tobacco products excluded from the Act by paragraph 2 of subsection 24 (1) of Regulation 1034 of Revised Regulations of Ontario, 1990.

(2) Where, in a return delivered by a collector in accordance with the Act and the regulations, it is shown that tax under the Act is to be remitted by the collector and where, at the time the return is delivered to the Minister, the collector also applies for a refund under subsection (1), the collector may, despite subsection 13 (1) of Regulation 1034 of Revised Regulations of Ontario, 1990, retain the amount of the refund that the collector claims out of the amount to be remitted until the refund for which the collector has applied is in whole or in part approved or disallowed by the Minister and a notification of the approval or an assessment issued for the amount disallowed is sent to the collector.

(3) Upon receiving a notice of assessment for all or part of the refund claimed, the collector shall, whether or not an objection or appeal from the assessment is made or taken, with the collector's next return or at such earlier time as is specified in the notice of assessment, transmit to the Treasurer any amount of refund that has been assessed together with interest thereon at the rate prescribed for the period during which the amount is retained by the collector and, upon the collector's being notified of the approval of the refund of any amount for which refund has been claimed, the collector may retain the amount so approved.

(4) Where a person exports from Ontario a class of tobacco products that is not excluded from the Act by paragraph 2 of subsection 24 (1) of Regulation 1034 of Revised Regulations of Ontario, 1990, the Minister may refund to the person the tax paid in respect of the tobacco provided that,

- (a) the tobacco was exported for the purpose of sale or resale; and
- (b) an application for refund is delivered to the Minister not more than three years after the date on which the tax was paid and is supported by,
 - (i) invoices verifying the purchase of the tobacco and the payment of tax to the Treasurer,
 - (ii) documentary evidence acceptable to the Minister that the tobacco exported from Ontario was delivered in another jurisdiction, and
 - (iii) certification by the jurisdiction to which the tobacco is imported from Ontario for consumption confirming that tax has been paid to that jurisdiction on the tobacco with respect to which the refund is being claimed or that the tobacco is exempt from tax. O. Reg. 606/83, s. 1 (1-4).

Toronto Area Transit Operating Authority Act

Loi sur la Régie des transports en commun de la région de Toronto

REGULATION 1036

GENERAL

DEFINITIONS

1. In this Regulation,

“Authority property” means all owned or leased lands, facilities, structures, trains and vehicles of the Authority;

“proper authority” means a station attendant or a bus operator or his or her immediate supervisors and includes an employee of the Authority carrying an identification card issued by the Authority;

“senior citizen” means a person sixty-five years of age or over;

“student” means a person living in an area served by a transit system who is,

- (a) in full daytime attendance at a public or private elementary or secondary school, or
- (b) in full-time attendance for a minimum period of twelve consecutive weeks and not earning a salary from full-time employment while attending a post-secondary educational institution, or a post-secondary vocational institution that is either public or registered under the *Private Vocational Schools Act*;

“vehicle” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle, motorized snow vehicle as defined in the *Motorized Snow Vehicles Act*, and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a streetcar. R.R.O. 1980, Reg. 935, s. 1; O. Reg. 34/88, s. 1.

2.—(1) Except as otherwise provided in this section, the fare to be paid for a single one-way ride on a transit system operated by or for the Authority shall be the applicable fare for such passage designated by the Schedule and shall be valid for passage on the next available trip. O. Reg. 386/88, s. 1 (1), *part*; O. Reg. 323/90, s. 1 (1).

(2) Where a fare is referred to in the Schedule as an exact fare, a person tendering the fare on a transit system shall pay for that fare with the exact cash amount indicated in the Schedule or with a ticket with a value equal to the exact cash amount. O. Reg. 386/88, s. 1 (1), *part*.

(3) The tariff to be paid for,

- (a) a ten-ride ticket;
- (b) a ten-ride student ticket;
- (c) an adult monthly pass;
- (d) a student monthly pass; or
- (e) a group pass,

is that amount in the respective columns of the Table as the case may be, set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table, as determined from the Schedule. O. Reg. 386/88, s. 1 (2); O. Reg. 208/89, s. 1 (1); O. Reg. 323/90, s. 1 (2).

(4) The tariff to be paid by a senior citizen who presents proof of age is that amount in column 3 of the Table, set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table as determined from the Schedule. O. Reg. 386/88, s. 1 (3), *part*.

(5) Two senior citizens, two children under twelve years of age or a senior citizen and one child may ride on a valid adult single-ride ticket, a valid ten-ride ticket, a valid two-ride ticket or a valid day pass. O. Reg. 323/90, s. 1 (5).

(6) Except as provided in subsections (7) and (10), the tariff to be paid for a child under twelve years of age is that amount in column 3 of the Table set out opposite the amount that would be paid for a single one-way fare in column 1 of the Table as determined from the Schedule. O. Reg. 386/88, s. 1 (3), *part*.

(7) No fare shall be payable for a child who has not reached his or her fifth birthday where the child,

- (a) is accompanied by an adult passenger; and
- (b) does not occupy a seat to the exclusion of another passenger. R.R.O. 1980, Reg. 935, s. 2 (6).

(8) Despite subsection (7), where an adult passenger is accompanied by more than one child who is not less than one year of age and has not reached his or her fifth birthday the adult shall pay, in addition to the adult's own fare, the fare prescribed in subsection (6) on behalf of each additional child. O. Reg. 375/84, s. 1 (2).

(9) The fare payable by a child twelve years of age or over is that fare that would be payable by an adult passenger as determined under subsection (1).

(10) Subject to twenty-four hours' notice and the confirmation that space is available, a group ticket may be sold for the carriage of children as a group on the basis of half-fare of a one-way fare per child provided that,

- (a) each child is under the age of twelve years or in full daytime attendance at an elementary school;
- (b) the group consists of at least twenty children;
- (c) the group is under adult supervision; and
- (d) the group ticket is purchased at least fifteen minutes prior to scheduled departure time.

(11) An adult monthly pass or a student monthly pass shall be,

- (a) valid for the period of one calendar month;
- (b) sold not sooner than ten days before the commencement of the month for which the pass is valid and not later than fourteen days after the commencement of that month;
- (c) sold only at stations and agencies during their hours of operation; and
- (d) valid for the personal use of the purchaser of the pass and only if signed by the purchaser.

(12) A student monthly pass is valid only during the calendar month and year for which it is issued and is valid for an unlimited

number of rides on the transit system between the stations or within the area designated on the face of the pass.

(13) An adult monthly pass is valid only during the calendar month and year for which it is issued and is valid for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass. R.R.O. 1980, Reg. 935, s. 2 (8-12).

(14) A student monthly pass is valid for the personal use of the student whose signature appears on the face of the pass and who is in possession of a current and signed student identification card.

(15) An adult monthly pass, a student monthly pass and a twin pass are subject to cancellation by the Authority if the holder of the pass,

- (a) willfully causes damage to Authority property; or
- (b) fails to comply with the conditions under which the pass is sold. O. Reg. 208/89, s. 1 (2).

(16) The Authority may, from time to time, establish special fares for package trips provided that the portion of the special fare applicable to transportation is not less than seventy-seven per cent of the regular fare otherwise provided in this Regulation. R.R.O. 1980, Reg. 935, s. 2 (15).

(17) Where the amount of the fare charged for passage on a transit system is disputed, the passenger shall pay the amount requested by a proper authority.

(18) A passenger who refuses to pay the amount of fare requested by a proper authority shall be refused passage on the transit system. R.R.O. 1980, Reg. 935, s. 2 (17, 18).

(19) Where a passenger presents satisfactory proof that he or she is blind and is accompanied by a sighted attendant, the blind passenger may purchase one adult single fare for the carriage of the blind passenger and the attendant. O. Reg. 380/83, s. 1.

(20) Where a passenger presents satisfactory proof to a proper authority that he or she is disabled and is accompanied by an attendant, the disabled passenger may purchase one adult single fare or an adult monthly pass for the carriage of the disabled passenger and the attendant. R.R.O. 1980, Reg. 935, s. 2 (20).

(21) A group pass is available to a group consisting of a maximum of five persons of whom at least one but not more than two are eighteen years of age or over and is valid,

- (a) on the date of issue for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass; and
- (b) for a trip that begins before 2.00 a.m. on the day after the date of issue to the originating point of the holder of the pass. O. Reg. 208/89, s. 1 (3).

(22) A group pass shall not be used in conjunction with children's group fares. O. Reg. 208/89, s. 1 (4).

(23) Where more than one transit service is provided between two places by the Authority, a local transit system, or a combination thereof, the Authority may charge on any such service operated by it a premium fare and the amount of the premium fare shall be,

- (a) for a single one-way fare, 60 cents plus the amount of the fare set out in the Schedule; and
- (b) for a pass or ten one-way tickets, the amount in the applicable column of the Table that corresponds to the amount in Column 1 of the Table equivalent to 60 cents plus the single one-way fare for the service. O. Reg. 400/81, s. 1 (2);

O. Reg. 441/82, s. 1; O. Reg. 333/85, s. 1; O. Reg. 386/88, s. 1 (4).

(24) Children under the age of one year may ride free of charge. O. Reg. 375/84, s. 1 (5).

(25) A day pass shall be sold at a rate of two times the fare that would be payable by an adult, child or senior citizen, as the case may be, for a single one-way fare.

(26) A day pass is valid for the personal use of the purchaser of the pass,

- (a) on the date of issue for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass; and
- (b) for a trip that begins before 2.00 a.m. on the day after the date of issue to the originating point of the holder of the pass. O. Reg. 208/89, s. 1 (5), *part*.

(27) A twin pass,

- (a) shall be sold no sooner than ten days before the commencement of the month for which the pass is valid and not later than fourteen days after the commencement of that month; and
- (b) shall be sold together with a Toronto Transit Commission monthly pass at the fare to be paid for an adult monthly pass plus the current Toronto Transit Commission monthly pass rate less \$20. O. Reg. 208/89, s. 1 (5), *part*; O. Reg. 33/90, s. 1 (1).

(28) A twin pass is valid only upon presentation of a valid Toronto Transit Commission monthly pass. O. Reg. 33/90, s. 1 (2).

(29) A twin pass is valid for the personal use of the purchaser of the pass,

- (a) for the month and in the year for which it was issued;
- (b) for an unlimited number of rides on the transit system between the stations or within the area designated on the face of the pass; and
- (c) for transportation on the Toronto Transit Commission's transportation service subject to the Toronto Transit Commission's rules and regulations. O. Reg. 208/89, s. 1 (5), *part*.

(30) A two-ride ticket shall be sold at a rate of two times the fare that would be payable by an adult, child or senior citizen, as the case may be, for a single one-way fare and is valid,

- (a) for transportation only after it has been cancelled; and
- (b) for two simultaneous trips where there are two simultaneous cancellations.

(31) Ten-ride student tickets, after they have been cancelled, are valid for the personal use of a student who is in possession of a current and signed student identification card.

(32) Ten-ride tickets are valid for as many simultaneous rides as there are simultaneous cancellations. O. Reg. 323/90, s. 1 (4), *part*.

3.—(1) A ticket issued by the Authority is valid only for a continuous passage without a stop-over on a train or bus scheduled to stop at the destination printed, marked or punched on the ticket.

(2) Where a passenger travels beyond the destination printed, marked or punched on his or her ticket the passenger shall be

charged the proper adult single fare for the trip beyond that destination. R.R.O. 1980, Reg. 935, s. 3.

4.—(1) Subject to subsection 3 (2), no person shall travel on a transit system without a valid ticket or pass issued by or acceptable to the Authority. R.R.O. 1980, Reg. 935, s. 4 (1).

(2) A passenger, when requested, shall show a ticket to the proper authority and if the passenger fails to do so the passenger may be refused passage on the transit system and shall be required to pay the maximum fare under the Schedule, calculated from the point of origin of the train or bus service to the destination of disembarkation. O. Reg. 386/88, s. 2.

5.—(1) Except as provided by this section, no refund of fares shall be made. R.R.O. 1980, Reg. 935, s. 5 (1).

(2) The amount of a refund on a twin monthly pass is determined by adding \$20 to the amount paid and deducting the sum of,

- (a) the Toronto Transit Commission's monthly pass rate; and
- (b) the amount obtained by multiplying 1.35 times the single one-way fare that would be payable for the same trip times the number of days the pass is valid. O. Reg. 208/89, s. 2 (1).

(3) The amount of refund on the unused portion of a ten-ride ticket or a ten-ride student ticket is determined by deducting from the amount paid the product obtained by multiplying the greater of the number of rides machine cancelled and the number of rides punch cancelled times the single one-way fare that would be payable for the same trip. O. Reg. 208/89, s. 2 (2).

(4) Where a refund is claimed on a student monthly pass or an adult monthly pass, the pass shall be deemed to have been used up to and including,

- (a) the day the pass is returned in person to the officers of the Authority; or
- (b) the date of the postmark on the envelope where the pass is mailed by the holder of the pass and received at the offices of the Authority. R.R.O. 1980, Reg. 935, s. 5 (4); O. Reg. 375/84, s. 2.

(5) The amount of a refund on an adult monthly pass shall be determined by deducting from the amount paid for the pass the amount obtained by multiplying 1.35 times the single one-way fare that would be payable for the same trip times the number of days the pass was valid.

(6) The amount of a refund on a student monthly pass shall be determined by deducting from the amount paid for the pass the amount obtained by multiplying 0.68 times the single one-way fare that would be payable for the same trip times the number of days the pass was valid. R.R.O. 1980, Reg. 935, s. 5 (5, 6).

(7) The amount of refund on the unused portion of a two-ride ticket is determined by deducting from the amount paid for the ticket the product obtained by multiplying the number of cancelled rides times the single ride fare that would be payable for the same trip. O. Reg. 208/89, s. 2 (4).

6.—(1) No person shall bring an animal on a transit system operated by or for the Authority.

(2) Subsection (1) does not apply to prohibit a guide dog from accompanying a blind passenger or a hearing-ear dog from accompanying a deaf passenger. O. Reg. 400/81, s. 2.

7. No person shall enter or leave a station or station grounds or other facility of a transit system operated by or for the Authority except through a designated entrance or exit, as the case may be. R.R.O. 1980, Reg. 935, s. 7.

8. It is a term and condition of every ticket or pass issued by the Authority that,

- (a) the Authority and its employees and agents are not liable to patrons for lost or stolen tickets or passes;
- (b) the Authority and its operators are not liable for delays caused by accidents, road or track conditions, snow storms or other conditions beyond their control or for failure to depart from or arrive at any point, station or destination at the time shown in timetables published by the Authority;
- (c) trains and buses shall be required to make stops only as provided by the timetables established by the Authority except for accidents, road or track conditions, snow storms or other conditions beyond their control or where for reasons of safety an alternate stopping place is required;
- (d) the Authority and its employees and agents shall have the right, whenever operating circumstances require it, to transfer a passenger from a train to a bus or from a bus to a train or to another train or bus, as the case may be;
- (e) the Authority, its employees and agents are not responsible for loss of or damage to property of passengers carried on the transit system; and
- (f) the holder of a ticket or pass shall not smoke on a train or bus and shall smoke only in an area of a facility designated as a smoking area. R.R.O. 1980, Reg. 935, s. 8.

9. Any person,

- (a) in possession of,
 - (i) explosives,
 - (ii) a firearm,
 - (iii) a dangerous weapon,
 - (iv) flammable material, or
 - (v) any other dangerous thing or material;
- (b) under the influence of drugs or alcohol;
- (c) whose conduct or behaviour is or is likely to be objectionable to other passengers; or
- (d) carrying hand luggage, a parcel or any object or thing that is likely to inconvenience other passengers, may be refused passage by a proper authority on a transit system operated by or for the Authority. R.R.O. 1980, Reg. 935, s. 9; O. Reg. 375/84, s. 3.

10.—(1) No person shall operate a vehicle on Authority property at a speed in excess of twenty-five kilometres per hour.

(2) No person shall park or operate any vehicle on Authority property unless the parking or operating of the vehicle is incidental to the use of the transit system by the driver or a passenger of the vehicle.

(3) No person shall park a vehicle for a period of more than forty-eight hours on Authority property.

(4) No person shall park a vehicle having a gross weight in excess of 4,536 kilograms on Authority property.

(5) No person shall park, stand or stop a vehicle on Authority property except in an area designated for the parking, standing or stopping of vehicles, as the case may be.

(6) No person shall park or attempt to park in an area designated

for preferred car pool parking during the hours posted without a valid preferred car pool parking permit.

- (7) A preferred car pool parking permit is valid only,
 - (a) at the location shown on the permit;
 - (b) until the expiry date shown on the permit;
 - (c) when displayed in or on the vehicle in the manner prescribed in subsection (8);
 - (d) for the vehicle or vehicles with the licence plate number or numbers for which the permit was issued, as shown on the permit; and
 - (e) if the vehicle is used to transport two or more persons.
- (8) A preferred car pool parking permit shall be displayed by attaching it to the rear vision mirror inside the vehicle so that the vehicle licence plate number or numbers for which the permit was issued and the permit's expiry date would be clearly visible to a person standing outside the vehicle.
- (9) A preferred car pool parking permit remains the property of the Authority and shall be returned to the Authority upon request. O. Reg. 683/90, s. 1.
- (10) No person shall do any act in contravention of instructions or directions indicated on any sign erected on Authority property.
- (11) No person shall distribute or place handbills, signs, notices or any form of written or printed matter on Authority property.
- (12) No person shall litter Authority property.
- (13) Nothing in this section prohibits the posting of signs, official notices and information by the Authority on Authority property.
- (14) No person shall loiter or linger without due cause on Authority property.
- (15) No person shall sell or attempt to sell any merchandise, article or other thing or solicit members of the public for any purpose on

Authority property without the written permission of the Authority. O. Reg. 34/88, s. 2.

11.—(1) No person shall travel on or attempt to travel on the transit system without paying the appropriate fare. O. Reg. 171/85, s. 1, *part*.

(2) No person shall enter the transit system without activating the device to cancel tickets so as to cancel the appropriate ticket for the intended trip.

(3) Subsection (2) does not apply to a person who enters the transit system at a location where a cash fare may be paid and who pays the prescribed fare. O. Reg. 208/89, s. 3, *part*.

(4) Subsection (2) does not apply to a person who has a ticket that is not intended to be cancelled. O. Reg. 323/90, s. 3.

(5) Every person while travelling on the transit system shall, when so directed by the proper authority, show to that authority the ticket under which the person is travelling.

(6) Subsection (5) does not apply to a person who has paid a cash fare.

(7) No person shall smoke,

(a) within facilities operated by or on behalf of the Authority except in areas designated as smoking areas; or

(b) while travelling on the transit system.

(8) No person shall wilfully or recklessly cause damage to facilities of the Authority.

(9) In this section "transit system" means a transit system operated by or on behalf of the Authority. O. Reg. 171/85, s. 1, *part*.

12. In this Regulation, a reference to the Table or to the Schedule is a reference to the Table or the Schedule, respectively, to Regulation 935 of the Revised Regulations of Ontario, 1980, as that Table and that Schedule read immediately before the coming into force of the Revised Regulations of Ontario, 1990. *New*.

Tourism Act *Loi sur le tourisme*

REGULATION 1037

GENERAL

INTERPRETATION

1.—(1) In this Regulation,

“base of operations” means a licensed tourist establishment or an air carrier licensed by the Canadian Transport Commission and Transport Canada located in Ontario at or from which a tourist outfitter maintains facilities for communication, transportation and the complete maintenance of office records;

“cabin” means a one-room structure equipped for sleeping;

“cabin establishment” means a tourist establishment comprised of four or more cabins arranged singly or in pairs;

“camping establishment” means a tourist establishment consisting of at least five campsites and comprising land used or maintained as grounds for the camping or parking of trailers or tents used for recreational purposes;

“campsite” means the part of a camping establishment that is to be occupied by a trailer or tent;

“cottage” means a building to accommodate one or more guests,

- (a) that contains at least two rooms, and
- (b) that may or may not contain facilities for guests to prepare and cook food;

“cottage establishment” means a tourist establishment comprising four or more cottages owned or operated by the same person;

“Deputy Minister” means the Deputy Minister of Tourism and Recreation;

“guest” means the person who contracts for accommodation in a tourist establishment and includes all the members of that person’s party;

“health authority” means the local medical officer of health or an officer of the Ministry of Health;

“hotel” means a tourist establishment that,

- (a) consists of one or more than one building containing four or more accommodation units grouped under one roof and accessible from the interior or partially from the exterior, and
- (b) may or may not have facilities for serving meals;

“inspector” means a person designated as an inspector under the Act;

“licence issuer” means the industry officer of the Ministry of Tourism and Recreation or other official of the Ministry designated by the Minister;

“motel” means a tourist establishment that,

- (a) consists of one or more than one building containing four or more attached accommodation units accessible from the exterior only,
- (b) may or may not have facilities for serving meals, and

- (c) is designed to accommodate the public for whom the automobile is the principal means of transportation;

“motor hotel” means a tourist establishment that,

- (a) consists of one or more than one building containing four or more accommodation units grouped under one roof and accessible from the interior or partially from the exterior,
- (b) may or may not have facilities for serving meals, and
- (c) is designed to accommodate the public for whom the automobile is the principal means of transportation;

“Northern Ontario” means those parts of Ontario comprised of the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Parry Sound, Rainy River, Sudbury, Thunder Bay, Timiskaming and those portions of the Territorial District of Nipissing lying to the north or west of Algonquin Provincial Park;

“operator” means the owner or lessee of a tourist establishment or the resident manager or other person in charge thereof;

“outpost camp” means any fixed or portable rental unit that is remote from a base of operations and accessible only by air, water or forest trails, and is used for commercial purposes;

“outpost establishment” means a tourist establishment consisting of one or more outpost camps being used for commercial purposes;

“privy” means a place for the purpose of urination or defecation that is not a flush toilet;

“rental unit” means the cabin, campsite, outpost camp, cottage, room or portion of an establishment assigned for the exclusive use of one or more guests;

“resort” means a tourist establishment that operates throughout all or part of the year and that has facilities for serving meals and furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes;

“tent” includes every kind of temporary shelter for sleeping that is of good quality material and not of a polyethylene or similar material and that is not permanently affixed to the site and that is capable of being easily moved and is not considered a structure;

“tourist outfitter establishment” means a tourist establishment that,

- (a) throughout all or part of a year furnishes accommodation,
- (b) may or may not furnish three meals a day, and
- (c) furnishes equipment, supplies or services to persons in connection with angling, hunting, camping or recreational purposes.

(2) Tourist establishments are classified as,

- (a) cabin establishments;
- (b) camping establishments in Northern Ontario only;
- (c) cottage establishments;
- (d) hotels;
- (e) motels;
- (f) motor hotels;

- (g) outpost establishments;
- (h) resorts;
- (i) tourist outfitter establishments; and
- (j) tourist establishments that have four or more rental units comprised of any combination of rental unit types herein referred to but not including establishments commonly known or operating as,
 - (i) campgrounds or trailer parks that are not located in Northern Ontario,
 - (ii) mobile home parks,
 - (iii) tourist homes or rooming houses,
 - (iv) farm vacation homes,
 - (v) houseboat and cruiser rentals,
 - (vi) motor home rentals,
 - (vii) accommodations located on Indian band lands and operated by a person or persons belonging to a band or body of Indians,
 - (viii) accommodations operated by any government authority whether federal, provincial or municipal, and
 - (ix) accommodation premises licensed under the *Liquor Licence Act*. R.R.O. 1980, Reg. 936, s. 1.

PART I LICENCES AND PERMITS FOR TOURIST ESTABLISHMENTS

ISSUANCE AND FEES

2.—(1) A permit to establish a tourist establishment or make an addition to or a structural alteration in a tourist establishment shall be in Form 1.

(2) An applicant for a permit shall make application in Form 2 to the proper licence issuer and shall submit with the application plans and specifications of the proposed tourist establishment or of the proposed additions to or structural alterations in accommodation at the tourist establishment, showing in detail all information relevant to the standards prescribed in the *Building Code* made under the *Building Code Act*, and in this Regulation, together with a copy of the municipal building permit or written municipal approval for the building or development plans.

(3) A permit in Form 1 expires one year after its date of issue, and upon application on or before the expiry date a permit may be renewed for a further period of one year where the applicant can show that actual construction or development of the tourist establishment is in progress and such construction or development conforms with subsection 3 (2) of the Act.

(4) The holder of a permit shall erect or establish the tourist establishment or make additions to or structural alterations in accommodation at the tourist establishment in accordance with the plans filed with the application. R.R.O. 1980, Reg. 936, s. 2.

3.—(1) A tourist establishment licence shall be in Form 4.

(2) A licence is not valid unless it is countersigned by the licence issuer.

(3) Where a tourist establishment has,

- (a) a main building with or without other buildings on the same premises; and
- (b) one or more rental units located on other premises but operated from that main building,

one licence to operate all those premises may be issued to the operator. R.R.O. 1980, Reg. 936, s. 3.

4.—(1) An applicant for a tourist establishment licence or for a renewal thereof shall,

- (a) make application in Form 3; and
- (b) file the application with the proper licence issuer together with a fee of,
 - (i) \$20 where the applicant is a Canadian citizen or resident, and
 - (ii) \$60 where the applicant is not a Canadian citizen or resident.

(2) For the purpose of clause (1) (b),

- (a) an applicant that is a corporation is resident in Canada if it is incorporated under legislation passed by the Government of Canada or the Assembly;
- (b) an applicant that is a partnership is a Canadian citizen or resident if the partners owning a majority interest in the partnership are resident in Canada as determined under clauses (c) and (d);
- (c) an applicant who is not a corporation or a partnership is a Canadian citizen if he or she is a Canadian citizen through birth or naturalization; and
- (d) an applicant who is not a corporation or partnership is a Canadian resident if he or she has actually resided in Canada for a period of at least seven months during the twelve months immediately preceding the time his or her residence becomes material under this Regulation.

(3) An applicant for a licence to operate an outpost establishment shall furnish with the application,

- (a) a map on which is marked,
 - (i) the location of the base of operations for the outpost establishment, and
 - (ii) the location of each outpost campsite comprising the outpost establishment; and
- (b) where applicable, copies of the land use permits issued by the Ministry of Natural Resources identifying the outpost sites on Crown land leased to the operator for commercial purposes.

(4) Application for renewal of a tourist establishment licence shall be made,

- (a) before expiry of the current licence, where the establishment is operated throughout the year; or
- (b) before the 15th day of May in each year, where the establishment is operated for only part of the year.

(5) A licence issuer shall, as soon as is practicable after receiving an application,

- (a) issue to the applicant a tourist establishment licence; and
- (b) forthwith transmit to the Minister a copy of the licence.

(6) An applicant for a renewal of a licence for a tourist establishment that has been out of business for one full year or that has not operated for at least eight consecutive weeks during one full year preceding the date of the application shall make application in Form 3 and shall submit such further detailed information as is necessary to show that the tourist establishment will comply with this Regulation and any other law, by-law or regulation applicable to the establishment. R.R.O. 1980, Reg. 936, s. 4.

TRANSFER OF LICENCES

5.—(1) Where a licensed tourist establishment is sold or legal ownership thereof passes by any lawful means, the purchaser or other person to whom the legal ownership has passed shall, within thirty days, make application for a Tourist Establishment Licence by,

- (a) filing an application therefor in Form 5;
- (b) paying a fee of \$20 where the applicant is a Canadian citizen or resident; or
- (c) paying a fee of \$60 where the applicant is not a Canadian citizen or resident; and
- (d) surrendering the licence issued to the previous owner.

(2) A previous owner shall provide a new owner with,

- (a) the register; and
- (b) all records required to be maintained under this Regulation;

as contain entries and relevant information for at least one year before the change of ownership.

(3) A new owner shall maintain those entries and records until,

- (a) the expiration of the period of time required by this Regulation; or
- (b) they are delivered to a subsequent new owner,

whichever event occurs first. R.R.O. 1980, Reg. 936, s. 5.

PART II PUBLIC HEALTH AND SAFETY

6. Every tourist establishment that provides a water supply and a sewage disposal device shall conform with the regulations made under the *Health Protection and Promotion Act* and health authority requirements, the *Environmental Protection Act* and any other laws applicable thereto. R.R.O. 1980, Reg. 936, s. 6.

7. All new construction, alterations and renovations in a tourist establishment shall conform with the requirements of the *Building Code* made under the *Building Code Act*, the regulations made under the *Hotel Fire Safety Act* and any municipal by-laws and other laws applicable thereto. R.R.O. 1980, Reg. 936, s. 7.

8. Every toilet convenience, bathroom, privy, washroom, semi-private bathroom, plumbing installation, sewage disposal system and equipment used in the maintenance thereof shall comply with the *Health Protection and Promotion Act* and health authority requirements, the *Environmental Protection Act* and the *Plumbing Code* made under the *Ontario Water Resources Act* and any other laws applicable thereto. R.R.O. 1980, Reg. 936, s. 8.

CAMPING ESTABLISHMENTS

9.—(1) Subject to subsection (3), where flush toilets, urinals and washbasins are to be used by guests in common at a camping establishment and the number of campsites, not including campsites equipped with individual sewer hookups, is in a group itemized in Column 1 of the Table, the operator of the camping establishment shall provide,

(a) for male guests, at least the number of,

- (i) washbasins set opposite thereto in Part 1 of Column 2,
- (ii) flush toilets set opposite thereto in Part 2 of Column 2, and
- (iii) urinals set opposite thereto in Part 3 of Column 2; and

(b) for female guests, at least the number of,

- (i) washbasins set opposite thereto in Part 1 of Column 3, and
- (ii) flush toilets set opposite thereto in Part 2 of Column 3.

TABLE

Item Number	COLUMN 1 Number of Campsites	COLUMN 2			COLUMN 3	
		Males			Females	
		Part 1	Part 2	Part 3	Part 1	Part 2
		Number of Washbasins	Number of Flush Toilets	Number of Urinals	Number of Washbasins	Number of Flush Toilets
1	10- 15	1	1	1	1	1
2	16- 45	2	2	1	2	3
3	46-100	3	3	2	3	5
4	101-130	4	4	3	4	7
5	131-160	5	5	4	5	9
6	161-190	6	6	4	6	11
7	191-220	7	7	5	7	13
8	221-250	8	8	5	8	15
9	251-280	9	9	6	9	17

(2) Where any of the campsites made available in a camping establishment are serviced with individual sewer hookups, the operator shall provide, in addition to the requirements set out in subsection (1), at least one washbasin and one flush toilet or privy for each sex for each 100 campsites or a part thereof so serviced.

(3) Where, because of the absence of a water-pressure system, the operator of a camping establishment is unable to comply with subsection (1), the operator shall provide one privy for each sex for every seven campsites.

(4) Each campsite shall have an area of at least 186 square metres with an open and graded parking space sufficient to permit a minimum clearance of 4.5 metres between sides and three metres between ends of adjacent recreation vehicles.

(5) Campsites shall be accessible by means of a driveway,

- (a) at least three metres wide, where the driveway is for one-way traffic;
- (b) at least six metres wide, where the driveway is for two-way traffic; and
- (c) so constructed that automobiles and trailers will not become mired.

(6) The operator of a camping establishment shall provide,

- (a) one table for each campsite; and
- (b) one garbage can for each campsite or an equivalent central garbage disposal area.

(7) The operator of a camping establishment shall not allow the camping establishment to consist, at any time, of more campsites than in the proportion of thirty-eight campsites for each hectare of land at that time, suitable for accommodation of tents and trailers. R.R.O. 1980, Reg. 936, s. 9.

OUTPOST ESTABLISHMENTS

10.—(1) The operator of an outpost establishment shall maintain a base of operations in Ontario.

(2) Outpost camps shall be established only in areas designated by and with the approval of the Ministry of Natural Resources.

(3) Every tent, furnishings and equipment supplied for the use of guests in an outpost camp shall be in good working order and in safe condition.

(4) The operator shall inspect each outpost camp at reasonable intervals to ensure that,

- (a) every cabin, tent, campsite, furnishings and equipment are maintained in a clean and sanitary condition; and
- (b) every person accommodated in the outpost camp is provided with sufficient supplies and services to make the stay in the outpost camp safe and convenient. R.R.O. 1980, Reg. 936, s. 10.

REGISTRATION OF PERSONS, MOTOR VEHICLES AND TRAILERS ACCOMMODATED

11.—(1) An operator shall maintain in a bound book, card index or other registration system, a register of the persons, motor vehicles and trailers accommodated in the tourist establishment.

(2) A person accommodated shall enter in the register,

- (a) his or her name and home address; and

(b) the name and home address of each person travelling with him or her and accommodated in the establishment who does not register separately.

(3) An operator shall require a person travelling by motor vehicle and accommodated in a tourist establishment to enter in the register the trade name of the motor vehicle, the vehicle licence number thereof and the name of the Province, State or other authority issuing the vehicle licence.

(4) The operator shall enter in the register,

- (a) the name or number of the rental unit occupied by each person accommodated; and
- (b) the date of arrival and of departure of each person accommodated.

(5) A person accommodated shall not,

- (a) enter false information in the register; or
- (b) in any way cause false information to be entered in the register.

(6) No operator shall enter in the register or knowingly permit to be entered in the register any information the operator reasonably suspects to be false.

(7) An entry in the register shall be preserved for at least one year from the date of the entry. R.R.O. 1980, Reg. 936, s. 11.

12.—(1) The operator of a tourist establishment other than a cottage establishment, cabin establishment or outpost establishment shall have in attendance during its operation at least one adult employee conversant with the operation of the establishment.

(2) An operator shall,

- (a) display the tourist establishment licence in a conspicuous place near the registration desk;
- (b) display upon each rental unit a distinctive number, letter or name;
- (c) keep posted in every room or building used for sleeping accommodation information specifying the rates, in Canadian currency, charged for the room or building, indicating the highest single rate, the highest double rate, the highest triple rate, the highest rate for four persons and the unit rate if such exists; and
- (d) at the request of an inspector or police officer, produce for inspection any register, licence or notice required under the Act or this Regulation. R.R.O. 1980, Reg. 936, s. 12.

PART III RATES

13.—(1) An applicant for a tourist establishment licence shall file with the Minister at the time of application the rates for sleeping accommodation in the tourist establishment for the current year.

(2) The operator shall advise the Minister by registered mail of any changes in the rates filed and no change shall be made until seven days have elapsed after the mailing of the notice.

(3) Rates filed with the Minister shall be consistent with rates quoted to any organization, recommending body or trade association. R.R.O. 1980, Reg. 936, s. 13.

PART IV GRANTS

14.—(1) In this section,

“region” means an area approved by the Minister under subsection (2);

“tourism promotion” means mass consumer and trade advertising, including special events support, travel information counselling and other activities designed to improve public relations;

“travel association” means any one of the following non-profit organizations having as its objects the promotion of the tourism industry in its region:

1. In the north, the Almaguin-Nipissing Travel Association, the Rainbow Country Travel Association, the Cochrane-Timiskaming Travel Association, the Algoma-Kinniwabi Travel Association, the Northwest Travel Association and the North of Superior Travel Association.
 2. In the south, the Central Ontario Travel Association, the Eastern Ontario Travel Association, the Georgian Lakes Travel Association, the Metropolitan Toronto Travel Association, the Niagara and Mid-Western Ontario Travel Association and the Southwestern Ontario Travel Association. R.R.O. 1980, Reg. 936, s. 14 (1); O. Reg. 786/81, s. 1.
- (2) A grant may be paid to a travel association where,
- (a) the location of the boundaries of the region serviced by the travel association and the size of the region are, in the opinion of the Minister, appropriate for the efficient promotion of the tourism industry;
 - (b) the travel association is active generally in the region;
 - (c) the constitution, rules, by-laws and accounting procedures adopted by the travel association have been approved by the Minister; and
 - (d) in the opinion of the Minister, the annual program proposed by the travel association shall be effective for the promotion of the tourism industry in the region.

(3) An annual grant of up to \$35,000 to cover all or part of the administration costs incurred in carrying out its programs may be paid to each travel association qualifying under subsection (2). R.R.O. 1980, Reg. 936, s. 14 (2, 3).

(4) A travel association receiving a grant under subsection (3) may be paid a co-operative marketing grant as follows:

1. A travel association in the north may be paid a grant in an amount approved by the Minister not to exceed twice the amount raised by the travel association for marketing projects that are approved by the Minister.
2. A travel association in the south may be paid a grant in an amount approved by the Minister that shall not exceed the amount raised by the travel association for marketing projects that are approved by the Minister.

(5) A travel association receiving a grant under subsection (4) may retain all revenues raised through the sale of advertising or the provision of services to members, but any grant money under subsection (4) not used for those marketing projects approved by the Minister shall not be used for any other purpose and shall be paid to the Treasurer of Ontario. O. Reg. 786/81, s. 2 (1).

(6) Subject to subsection (7), a travel association applying for a

co-operative marketing grant under this section shall submit with its application,

- (a) its annual report for the last fiscal year disclosing the activities and achievements of the travel association;
- (b) its financial statements for the last fiscal year; and
- (c) a marketing plan for the fiscal year for which the co-operative marketing grant is applied together with estimates of the cost of such plans. O. Reg. 786/81, s. 2 (2).

(7) A travel association is exempt from the requirement of clauses (6) (a) and (b) if it has not been in operation for one fiscal year.

(8) Any grant or contribution made under subsection (3) or (4) may be paid in instalments.

(9) A travel association shall submit to the Ministry interim reports and financial records as required by the Ministry.

(10) It is a condition of every payment made under this section that the money received by the travel association under this section shall be used to carry out its program as approved by the Ministry and that all financial transactions of the travel association are subject to audit by the Ministry.

(11) Where a travel association has not spent in accordance with approved programs all money received by it under this section for a fiscal year by the end of that fiscal year, an amount equal to the money unspent or spent in contravention of the approved programs, as the case may be, shall be deducted from the next grant that would otherwise be made to that association under this section. R.R.O. 1980, Reg. 936, s. 14 (6-10).

PART V ADVERTISING MATTER

15.—(1) No advertising matter or sign connected with a tourist establishment shall contain any inaccurate or misleading statement in respect of,

- (a) sleeping accommodation available at the tourist establishment;
- (b) recreational facilities available at, or in the vicinity of, the tourist establishment;
- (c) facilities for transportation to or from the location in which the tourist establishment is situated;
- (d) means and routes of access to the tourist establishment;
- (e) rates or charges for,
 - (i) accommodation,
 - (ii) facilities,
 - (iii) food,
 - (iv) merchandise, or
 - (v) services,

available at any place mentioned in the advertising matter; or

- (f) the classification of the tourist establishment.

(2) Any advertising matter that advertises rates for accommodation shall state precisely what the rates include and the amount of any extra charges for facilities and services.

(3) Where advertising matter advertises rates for accommodation in a tourist establishment and the operator requires that a prospective guest pay a deposit when reserving accommodation, the advertising matter shall set out precisely the conditions on which such deposit may be forfeited or refunded.

(4) No advertising matter or sign shall contain the words "modern conveniences" or any other words or expressions that imply the tourist establishment is equipped with what are commonly known as "modern conveniences" unless the tourist establishment,

- (a) is adequately equipped with electric lighting;
- (b) has available on the premises for the use of guests local and long distance telephone service, where such service is available;
- (c) is equipped with flush toilets and bathtubs or showers; and
- (d) has available at all times in washrooms used by guests a supply of hot and cold water furnished through pipes and taps.

(5) No advertising matter or sign shall contain the words "air-conditioned" or "colour T.V." or "restaurant" unless the tourist establishment,

- (a) provides air-conditioning in 90 per cent of the rental units;
- (b) provides colour television sets in 90 per cent of the rental units; or
- (c) provides breakfast, lunch and dinner service during normal and reasonable hours while the establishment is operated.

(6) No picture shall be reproduced in a brochure for advertising purposes unless the picture is a true and current reflection of the facilities, accommodations and recreational opportunities available at or in the vicinity of the tourist establishment. R.R.O. 1980, Reg. 936, s. 15.

PART VI INFORMATION CENTRES

16.—(1) Every information centre shall be of sufficient size to provide basic information services to the public and shall,

- (a) be equipped with a suitable counter or desk and adequate means to properly display tourist literature;
- (b) be equipped with a telephone, where practicable;
- (c) be open to the public for at least six hours a day and six days a week;
- (d) be operated for at least nine weeks during the year;
- (e) be maintained in a clean and orderly condition;
- (f) be furnished with a registration system for the entry of names and addresses of persons to whom tourist information is provided;
- (g) be furnished with adequate reference material; and
- (h) be provided with trained staff or mechanical aids capable of dispensing information to the travelling and vacationing public.

(2) Where an information centre is located in premises used for other purposes, it shall as far as is practicable be kept separate and apart from other businesses or activities.

(3) No person, organization or agency shall display on any premises that do not comply with subsection (1) any sign or device indicating that information for tourists or a similar service is available on the premises.

(4) Travel agents registered under the *Travel Industry Act* and persons providing travel services as defined under the *Travel Industry Act* are exempt from subsection (1). R.R.O. 1980, Reg. 936, s. 16, revised.

PART VII ADMINISTRATION

17. The Minister may accept in lieu of any requirements under Part II of this Regulation such compliance as the Minister considers equivalent thereto. R.R.O. 1980, Reg. 936, s. 17.

Form 1

Tourism Act

PERMIT TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT OR MAKE ADDITIONS OR STRUCTURAL ALTERATIONS IN ACCOMMODATIONS AT A TOURIST ESTABLISHMENT

No.

Date Issued

Under the *Tourism Act* and the regulations and subject to the limitations thereof,

(name of Permittee)

is permitted to erect or establish a tourist establishment (or make additions to or structural alterations in accommodations at a tourist establishment) of the class in the following location:

Lot,

Concession,

Street Address,

City, etc.

Number and type of accommodation units

Proposed Name of Establishment

Minister of Tourism and Recreation

Licence Issuer

Mailing Address

This PERMIT expires one year after date of issue

R.R.O. 1980, Reg. 936, Form 1.

Form 2

Tourism Act

APPLICATION FOR A PERMIT TO ERECT OR ESTABLISH A TOURIST ESTABLISHMENT

The undersigned applies for a permit to establish a tourist establishment, erect additional accommodation or structurally alter any existing facilities of the following classifications:

- | | |
|--|--|
| <input type="checkbox"/> Resort | <input type="checkbox"/> Outpost Establishment |
| <input type="checkbox"/> Cottage Establishment | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Motel | <input type="checkbox"/> Composite Establishment |
| <input type="checkbox"/> Motor Hotel | <input type="checkbox"/> Tourist Outfitter |
| <input type="checkbox"/> Cabin Establishment | <input type="checkbox"/> Camping Establishment |

and in support of this application makes the following statements:

1. Proposed name of establishment

2. The owner of the proposed establishment is
(name)

.....
(postal address)

3. The site of the proposed establishment is
(parcel, lot and concession number or street address)

The property is on
(Crown, deeded or patented land)

.....
(N.S.E. or W. shore of lake or river)

4. The proposed establishment will be situate in the
(name of municipality, etc.)

in the
(County, etc.)

5. It is planned that construction will begin on
(date)

6. Number of units planned

7. Details of the plans are herewith attached

8. Permit authority: Municipal permit No.

Ministry of Transportation

Permit No.

Ministry of Natural Resources authority

Remarks:

It is fully understood that a permit to establish a tourist establishment, or to erect additional accommodation, does not authorize the operation of the establishment and that the construction of all buildings must conform to the Ontario Building Code and all municipal by-laws and Provincial and Federal laws that are applicable thereto.

COST ESTIMATE

Value of land \$.....

Cost of buildings \$.....

Cost of services \$.....

Cost of furnishings \$.....

TOTAL COST COMPLETE \$.....

Signature of Owner or Lessee

(Winter) Postal Address

(Summer) Postal Address

(Winter) Phone Number (Summer) Phone Number

Date of application

R.R.O. 1980, Reg. 936, Form 2.

Form 3

Tourism Act

APPLICATION FOR A TOURIST ESTABLISHMENT LICENCE

Type of Establishment

Cabin ☐ Cottage ☐ Hotel ☐ Motor Hotel ☐ Motel ☐ Outpost ☐ Resort ☐ Outfitter ☐
☐ Camping

Number of all types of rental units

Cabins <input type="text"/> <input type="text"/> <input type="text"/>	Cottage <input type="text"/> <input type="text"/> <input type="text"/>	Hotel <input type="text"/> <input type="text"/> <input type="text"/>	Motor Hotel <input type="text"/> <input type="text"/> <input type="text"/>	Motel <input type="text"/> <input type="text"/> <input type="text"/>
Outpost <input type="text"/> <input type="text"/> <input type="text"/>	Resort <input type="text"/> <input type="text"/> <input type="text"/>	Outfitter <input type="text"/> <input type="text"/> <input type="text"/>	Campsites <input type="text"/> <input type="text"/> <input type="text"/>	

LICENCE FEES

☐ CANADIAN CITIZEN \$20.00
or RESIDENT

or

☐ NON-CITIZEN or \$60.00
NON-RESIDENT

Return both copies of application with your remittance in
Canadian funds payable to:

TREASURER OF ONTARIO

Your cheque or copy of money order is your receipt

Establishment Name (Enter Change/
Correction only)

Send to: Ministry of Tourism and Recreation

at

.....

Establishment Postal Address (Street)		P/O Box No.	R.R. No.	S.S. No.
City, Town, Village (Postal Office)	Postal Code	Telephone Area Code	Number	

Establishment is situated in the
(name of municipality, etc.)

in the County (District) or Regional Municipality of

Owner's title of address or classification							Owner's Name	
Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Mr. and Mrs. <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms. <input type="checkbox"/>	Company <input type="checkbox"/>	Company Ownership <input type="checkbox"/>		
Owner's Postal Address (Street)			Apartment Number	P/O Box No.		R.R. No.	S.S. No.	
City, Town, etc.				Province or State		Postal Code		

Owner(s) Name(s)

Period of Operation	Name of Resident Manager (if other than Owner)
<input type="checkbox"/> ALL YEAR or SEASONAL from to month month	

Amounts entered below are the rates charged at this establishment and are provided for registration under section 13 of the regulations.

(Please attach rate schedule if available)

Period	Maximum Rates European Plan		Maximum Rates American Plan		Maximum Rates per Cottage	Maximum Rates per Campsite
	Single	Double	Single	Double		
Daily						
Weekly						

It is fully understood that a permit to construct additional accommodation must be secured from the Ministry of Tourism and Recreation and that the operation of the establishment shall conform to the regulations and municipal by-laws, and Provincial and Federal laws, that apply to it; and if there is any breach of any of those regulations, by-laws or laws, the licence may be suspended or cancelled, and the operation of the establishment will thereupon cease.

Date	Signature of Owner or Lessee

R.R.O. 1980, Reg. 936, Form 3.

Form 4

Tourism Act

TOURIST ESTABLISHMENT LICENCE

.....
Type of Establishment

.....
Number and Type of Units

Under the *Tourism Act* and the regulations and subject to the limitations thereof,

(name of licensee)

the owner or operator of the tourist establishment known as

in the

(name of municipality, etc.)

in the of

(County or District, etc.)

is licensed to operate that tourist establishment. This licence expires with the 31st day of March, 19.....

Minister of Tourism and Recreation

(licence issuer)

(postal address)

Date

This Licence must be kept posted conspicuously near the registration desk.

R.R.O. 1980, Reg. 936, Form 4.

Form 5

Tourism Act

APPLICATION FOR TRANSFER OF LICENCE

1. Attached are,

(a) Tourist Establishment Licence Number for the year

which was issued to

(name on the licence)

(name of establishment)

To be changed to:

(name of new licensee)

(new name of establishment)

(b) ☐ \$20 fee for the transfer, where the applicant is a Canadian citizen or resident of Ontario, or

☐ \$60 fee for the transfer, where the applicant is not a Canadian citizen or resident of Ontario.

2. The undersigned is now owner of the tourist establishment therein described, by reason of,

☐ purchase

☐ lease

☐ devolution

☐ gift, from the former owner.

3. The undersigned applies for transfer of the licence to

..... as new owner or lessee.

Dated

Signature of Owner or Lessee

Home address:

Telephone:

Cheque or money order made payable to the Treasurer of Ontario in Canadian funds • Your cheque or copy of money order is your receipt.

FORWARD TO: Ministry of Tourism and Recreation

at

R.R.O. 1980, Reg. 936, Form 5, revised.

Trades Qualification Act *Loi sur la qualification professionnelle des gens de métier*

REGULATION 1038

AIR COOLED AND MARINE ENGINE MECHANIC

1. In this Regulation,

“certified trade” means the trade of air cooled and marine engine mechanic;

“training profile” means the training curriculum approved by the Director for the various branches of the certified trade, including the units of study required for in-school and work experience training. R.R.O. 1980, Reg. 20, s. 1.

2. The trade of air cooled and marine engine mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 20, s. 2.

3. The certified trade is composed of four branches as follows:

1. Branch 1, small engine mechanic.
2. Branch 2, marina and small powered equipment mechanic.
3. Branch 3, small engine mechanic (construction).
4. Branch 4, boat motor mechanic. R.R.O. 1980, Reg. 20, s. 3.

4. An apprentice training program is established for the various branches of the certified trade and shall consist of the number of periods of related training and work experience referred to in section 5,

- (a) in the units of study contained in the training profile or in a program that in the opinion of the Director is equivalent thereto at a location approved by the Director; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in the training profile. R.R.O. 1980, Reg. 20, s. 4.

5. An apprentice in the certified trade shall,

- (a) for Branch 1, 2 or 3 complete two periods of 2000 hours per period of related training and work experience in the subjects contained in the training profile for such branch, as the case may be; and
- (b) for Branch 4 complete four periods of 1800 hours per period of related training and work experience in the subjects contained in the training profile for such branch. R.R.O. 1980, Reg. 20, s. 5.

6. Despite clause 3 (a) of Regulation 1055 of Revised Regulations of Ontario, 1990, the Director may permit a person to become an apprentice in the certified trade who has less than Grade 10 standing. R.R.O. 1980, Reg. 20, s. 6.

7. The rate of wages for an apprentice in the certified trade when not attending a training program at a location approved by the Director, shall be not less than the minimum rate of wages prescribed by the *Employment Standards Act* for employees in the particular branch of the certified trade, as the case may be, plus a minimum of 20 per cent for each period of related training and work experience completed by the apprentice. R.R.O. 1980, Reg. 20, s. 7.

8. The Director may from time to time determine the ratio of apprentices to journeymen who may be employed by an employer in a branch of the certified trade. R.R.O. 1980, Reg. 20, s. 8.

9.—(1) Section 9 and subsection 10 (2) of the Act do not apply to a person who works in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 20, s. 9.

10. A certificate of qualification in a branch of the certified trade is not required to be renewed. R.R.O. 1980, Reg. 20, s. 10.

REGULATION 1039

ALIGNMENT AND BRAKES MECHANIC

1. In this Regulation,

“alignment and brakes mechanic” means a person engaged in the repair and maintenance of motor vehicles who,

- (a) tests for and corrects faulty alignment of wheels, axles, frames and steering mechanisms including wheel balancing, and
- (b) adjusts, disassembles, repairs and reassembles foundation brake systems, and controls and components pertaining to them;

“certified trade” means the trade of alignment and brakes mechanic;

“motor vehicle” means a vehicle propelled by an internal combustion engine, or operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under the *Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods, but does not include a vehicle,

- (a) operated only on rails,
- (b) used for transportation solely within an employer’s actual place of business, or
- (c) used for farming operations but not used for carrying a load. R.R.O. 1980, Reg. 21, s. 1.

2. The trade of alignment and brakes mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 21, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 21, s. 3.

4.—(1) Subject to subsections (2) and (3), an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he or she shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he or she shall complete three periods of training and instruction of 1200 hours per period. R.R.O. 1980, Reg. 21, s. 4.

5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 10 (2) of the Act. R.R.O. 1980, Reg. 21, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for his or her regular daily hours or for hours in excess of his or her regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 21, s. 6.

7. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 21, s. 7.

Schedule

ALIGNMENT AND BRAKES MECHANIC

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics	Arithmetic Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes. Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop installation.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety Hand Tools Power Tools Benchwork Measuring Instruments	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of firefighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping. Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones. Use and care of portable air and electric drills, impact tools, grinders and disc sanders. Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder; Grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment. Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers. Telescopic gauges, dial indicators, trammel and frame gauges.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Fastening Devices	Types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-coil" inserts. Types of rivets, keys, springs, flat and lock washers, snap rings, cir-clips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steamcleaning equipment. Operation and maintenance of air compressors. Capacities and use of tow trucks and related vehicle recovery equipment.
6	Suspension Systems	Front End Geometry	Purpose and definition of caster, camber, toe-in, toe-out, ball joint or kingpin inclination, and turning angles.
		Front Suspension (Solid Axle)	Purpose and application of solid axles. Elliot and Reverse Elliot. Servicing and straightening procedures.
		Leaf Springs	Characteristics of leaf springs, mountings and related parts—single leaf, multi-leaf, and helper springs. Inspection for wear, damage and distortion. Removing, overhauling and rein-stalling axles, springs and related parts. Lubrication.
		Front and Rear Independent Suspension	Characteristics of front and rear independent suspensions—coil and leaf spring, torsion bar and air-hydraulic. Inspecting suspension components. Effects of wear and misalignment. Check-ing suspension mountings. Trimming dimensions. Shock absorbers, stabilizers and radius rods. Overhaul of suspensions and related parts. Removing com-pressed springs. Replacing bushings. Maintaining preloading. Removing and reinstalling torsion bars. Torquing suspension components. Lubrication. Sealed systems.
		Front and Rear Suspension Systems (Commercial Vehicles)	Purpose and characteristics of commercial vehicle suspensions: leaf springs, coil springs, torsion bars, rubber and air cushion types. Purpose of hangers and suspension control rods. Overhauling of suspensions and related components. Realignment. Lubrication. Effects of heat on suspension components.
		Wheels and Rims	Characteristics of wheels and rims. Drop centre, removable flange and remov-able rim type wheels. Single and dual wheels. Removing and reinstalling wheels and rims. Handling equipment. Wheel to hub fastening and locating devices. Inspecting, repairing and servicing wheels and rims. Run-out.
		Tires and Tubes	Types, sizes, characteristics and application of tire and tubes. Demounting and mounting. Equipment and lubricants. Repair of tires, tubes and tubes. Tire gauges and pressures. Safety precautions—tire inflation. Tire wear and irregu-larities. Use of tread depth gauge. Effects of misalignment. Inspection of tires and tubes for damage, and faults. Tire rotation. Retreads.
		Wheel and Tire Balancing	Effects of imbalance. Static and dynamic. Balancing equipment. Balancing wheels and related parts. Wheel weights. Installation.
7	Brake Systems	Service Brakes	Brake actuating devices. Manual and power assisted. Brake operating systems. Hydraulic, vacuum-hydraulic, air-hydraulic, air, etc. Operation of system components. Inspection procedures. Disassembling and assembling of system components. Cleaning procedures. Relining brake shoes. Reconditioning brake drums and brake discs. Reconditioning wheel cylinders and master cylinders. Lubricating and adjusting wheel bearings. Replacing oil seals. Flushing or bleeding system. Flushing agents. Approved fluids. Servicing and adjustment of brakes. Clearances. Control valve adjustments and settings. Servicing tools and equipment. Road testing.
		Parking Brakes	Brake actuating systems and components. Disassembly, inspection, overhaul and reinstallation. Adjusting and testing.
8	Frames	Standard Type Frames	Construction, materials and characteristics of frames; X-frame, ladder type, perimeter type. Effects of frame damage; diamond, sag, twist, sway and kick-up. Inspection methods. Measuring tools and equipment. Frame straightening and alignment equipment. Frame realignment methods and hook-ups. Cross-member replacement. Rivetting, welding and bolting frame members. Heat straightening. Preventing damage to components.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Unitized Construction	Types and characteristics of unitized frames and suspension mountings. Unitized frame damage. Inspection methods. Measuring tools and equipment. Frame straightening and alignment equipment. Replacement and realignment of underbody sections. Heat straightening. Preventing damage to components. Sealing, painting and insulating. Simultaneous front end alignment check, for proofing.
9	Steering Systems	Manual Types	Characteristics of cam and lever, worm and roller, worm and sector, rack and pinion and recirculating ball steering gears. Gear shift controls and attached mechanisms. Lubricants. Oil sealing. Removal, overhaul and reinstallation of steering columns and box assemblies. Adjusting steering gear boxes, gear shift controls and attached mechanisms.
		Power Types	Characteristics of integral and linkage types of power steering systems. Special tools, gauges and equipment. Oil seals and vents. Filling and bleeding systems. Fluids. Adjusting pump drives and belts. Testing pressures and valve operation. Adjustment and centering of control valves. Centering steering on high point. Overhauling power steering systems. Cleaning methods. Removing, overhaul and reinstallation of steering assembly. Alignment and adjustment of steering gear boxes, columns and attached mechanisms.
		Steering Linkage and Alignment	Characteristics of steering linkages, bushings and joints. Wheel alignment; types and use of tools, gauges and equipment to measure caster, camber, ball joint or kingpin inclination, turning angles and toe-in. Correcting alignment angles. Adjustment, shimming or bending. Angle correction sequence. Inspecting and overhauling steering linkage and joints. Securing and locking steering components. Lubrication. Sealed systems. Road testing.

PART 2

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. (As detailed in Part 1.)
2	Suspension Systems	Front Suspension (Solid Axle)	Axle removal, overhaul and reinstallation. Straightening operations; Correction of caster, camber and king-pin inclination. Lubrication.
		Leaf Springs	Single leaf, multi-leaf and helper springs; mountings and related components. Inspecting, removing, overhauling and reinstalling. Lubrication.
		Front and Rear Independent Suspensions	Coil and leaf spring, torsion bar and air-hydraulic systems. Suspension mountings. Trimming dimensions. Overhaul of suspensions and related components; shock absorbers, stabilizers and radius rods. Removing compressed springs and related parts. Replacing bushings; maintaining preloading. Torsion bar replacement. Torquing suspension components. Assembly realignment. Lubrication; sealed systems.
		Front and Rear Suspension Systems (Commercial Vehicles)	Leaf and coil spring, torsion bar, rubber and air cushion types. Overhaul of suspensions and related components, hangers and suspension control rods. Assembly realignment. Lubrication.
		Wheels and Rims	Removal, repair, servicing and reinstallation. Handling equipment. Checking run-out.
		Tires, Tubes and Valves	Demounting, inspection, repair and mounting. Equipment and lubricants. Tire inflation precautions. Recognition of tire wear, faults and misalignment. Tire rotation.
		Wheel and Tire Blancing	Use of on and off-vehicle balancing equipment. Installation of weights.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
3	Brake Systems	Service Brakes	Manual and power assisted; hydraulic, vacuum hydraulic, air-hydraulic, air operated. Disassembly, inspection, overhaul or reconditioning and reinstallation. Cleaning operations. Relining brake shoes. Reconditioning brake drums and discs, wheel cylinders and master cylinders. Lubricating and adjusting wheel bearings. Replacing oil seals. Flushing and bleeding systems. Flushing agents. Approved fluids. Servicing and adjustment. Control valve adjustments and settings. Road testing.
		Parking Brakes	Brake actuating systems and components. Inspection, overhaul or reconditioning. Adjusting and testing.
4	Frames	Standard Type	Determination of frame damage. Inspection. Frame straightening and alignment. Rivetting, welding and bolting frame members. Crossmember replacement. Heat straightening.
		Unitized Construction	Damage inspection. Straightening and alignment. Replacement and realignment of underbody sections and suspension mountings. Front end alignment proofing check. Heat straightening. Sealing, painting and insulating.
5	Steering Systems	Manual Types	Cam and lever, worm and roller, worm and sector, rack and pinion recirculating ball types. Gear shift controls and attached mechanisms. Removal, overhaul and reinstallation of steering box and column assemblies. Lubrication. Alignment and adjustment. Road testing.
		Power Types	Integral and linkage types. Filling and bleeding systems. Approved fluids. Adjusting pump drives and belts. Special tools, gauges and equipment. Testing pressures and valve operation. Adjustment and centering of control valves. Centering steering on high point. Removal, overhaul and reinstallation of power steering systems. Alignment and adjustment. Road testing.
		Steering Linkage and Alignment	Use of tools, gauges and equipment to measure caster, camber, ball joint or king-pin inclination, turning angles and toe-in. Correction of alignment angles by adjustment, shimming or bending. Correction sequence. Inspection and overhaul of steering linkage and joints. Securing and locking steering components. Sealing and lubrication; sealed systems. Road testing.

R.R.O. 1980, Reg. 21, Sched.

REGULATION 1040**AUTO BODY REPAIRER****1. In this Regulation,**

“auto body and collision damage repairer” means a person engaged in the repair of motor vehicles who,

- (a) repairs, reshapes and refits body panels, fenders and skirtings,
- (b) welds breaks in body panels, fenders and skirtings,
- (c) shrinks or stretches metal panels by heat treatment,
- (d) removes or replaces electrical, electronic and vacuum components,
- (e) repairs, removes or replaces wiring harnesses, air conditioning systems and water pumps,
- (f) straightens and aligns frames and unibody assemblies,
- (g) removes, replaces or adjusts steering and suspension components,
- (h) aligns wheels;

“auto body repairer” means a person engaged in the repair of motor

vehicles who does the work described in clauses (a), (b) and (c) of the definition of “auto body and collision damage repairer”;

“motor vehicle” means a motor vehicle or trailer within the meaning of the *Highway Traffic Act* for which a permit has been issued for use on a highway but does not include a motorcycle or a motor assisted bicycle. O. Reg. 552/90, s. 1.

2. The trade of auto body repairer is designated as a certified trade for the purposes of the Act. O. Reg. 552/90, s. 2.

3. The trade of auto body repairer is composed of two branches as follows:

- 1. Branch 1, auto body and collision damage repairer.
- 2. Branch 2, auto body repairer. O. Reg. 552/90, s. 3.

4. An apprenticeship training program is established for the trade of auto body repairer that consists of,

- (a) institutional training and instruction that is indicated with an asterisk in Column 2 of Schedule 1 for Branch 1 and, Column 3 of Schedule 1 for Branch 2, provided at a College of Applied Arts and Technology or at an institution that offers training and instruction that is equivalent to training and instruction given at a College of Applied Arts and Technology; and
- (b) work experience training that is indicated with an asterisk in Column 2 of Schedule 2 for Branch 1 and, Column 3 of

Schedule 2 for Branch 2, provided by the employer of the apprentice. O. Reg. 552/90, s. 4, *revised*.

5.—(1) An apprentice in Branch 1 of the trade of auto body repairer shall complete 7200 hours of training and instruction.

(2) An apprentice in Branch 2 of the trade of auto body repairer shall complete 4800 hours of training and instruction. O. Reg. 552/90, s. 5.

6.—(1) The subjects of examination for an apprentice in Branch 1 of the trade of auto body repairer shall be based on the training and instruction for Branch 1 referred to in section 4.

(2) The subjects of examination for an apprentice in Branch 2 of the trade of auto body repairer shall be based on the training and instruction for Branch 2 referred to in section 4. O. Reg. 552/90, s. 6.

7. Subsection 10 (1) of Regulation 1055 of Revised Regulations of Ontario, 1990 (General) does not apply to an apprentice in the trade of auto body repairer. O. Reg. 552/90, s. 7.

8. An employer in the trade of auto body repairer may employ no more than one apprentice for each journeyman employed by the employer in the trade of auto body repairer and with whom the

apprentice is working, including the employer if the employer is a journeyman in the trade of auto body repairer. O. Reg. 552/90, s. 8.

9.—(1) An apprentice who was employed under a contract of apprenticeship in the trade of auto body repairer under Regulation 22 of Revised Regulations of Ontario, 1980 (Auto Body Repairer) at the end of the 17th day of September, 1990,

(a) despite section 7 and despite the revocation of that Regulation, is entitled to the rate of wages set out in the contract of apprenticeship;

(b) despite the revocation of that Regulation, is entitled to a certificate of apprenticeship in Branch 1 of the trade of auto body repairer if the apprentice successfully completes the requirements for a certificate of apprenticeship as an auto body repairer under that Regulation.

(2) A person who was the holder of a valid certificate of apprenticeship as an auto body repairer under Regulation 22 of Revised Regulations of Ontario, 1980 at the end of the 17th day of September, 1990, shall be deemed to be the holder of a certificate of apprenticeship as an auto body and collision damage repairer under this Regulation. O. Reg. 552/90, s. 9, *revised*.

Schedule 1

INSTITUTIONAL TRAINING AND INSTRUCTION

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Instruction to be Given	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
	Unit 1 Protect Self and Others		
1.1	Wear, adjust and maintain safety clothing and equipment.	*	*
1.2	Practice safety and apply housekeeping rules.	*	*
1.3	Handle, store and use hazardous materials.	*	*
1.4	Prevent fires, by inspecting the work area and removing potential fire hazards.	*	*
1.5	Drain gasoline tanks, remove from vehicle and store safely.	*	*
1.6	Report hazards promptly and efficiently to ensure the safety of self and others.	*	*
1.7	Describe emergency situations and appropriate corrective action.	*	*
1.8	Comply with the applicable sections of the <i>Occupational Health and Safety Act</i> .	*	*
1.9	Identify hazards and inform others to minimize the potential for accidents and injury.	*	*
1.10	Apply basic first aid to self or co-worker.	*	*
	Unit 2 Prepare Vehicle for Painting		
2.1	Remove necessary parts, mouldings, and hardware and identify, tag and store for refitting.	*	*
2.2	Apply surface conditioning compounds.	*	*
2.3	Prepare painted surfaces with abrasives.	*	*
2.4	Apply paint strippers.	*	*
2.5	Mask areas not to be painted.	*	*
2.6	Apply primer, fillers and sealers.	*	*
2.7	Apply dura-guard coatings.	*	*

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Instruction to be Given	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
	Unit 3 Use and Maintain Hand/Power Tools and Equipment		
3.1	Identify, select and use hand tools.	*	*
3.2	Identify, select, maintain and use power tools.	*	*
3.3	Set up, operate and maintain power equipment.	*	
3.4	Set up, operate and maintain paint spraying equipment.	*	*
3.5	Operate and maintain air compressors.	*	*
3.6	Set up, operate and maintain sand blasting equipment.	*	*
	Unit 4 Remove, Replace Trim, Hardware and Glass		
4.1	Remove, perform minor repairs and/or replace, interior trim panels and accessories.	*	*
4.2	Remove, replace, repair seats and related components.	*	*
4.3	Replace or repair floor covering and insulation.	*	*
4.4	Remove, replace and repair headliners.	*	*
4.5	Remove, inspect and replace seatbelts.	*	*
4.6	Remove, replace, repair dashboard panels.	*	*
4.7	Remove, replace, repair handles, hinges, locks, latches.	*	*
4.8	Remove, replace, repair windshield wipers and mechanisms.	*	*
4.9	Fit, align and set automotive glass, mouldings and hardware.	*	*
4.10	Install conventional and torque type fasteners.	*	*
4.11	Remove, replace, repair bumpers and related components.	*	*
4.12	Remove, replace, repair weather stripping.	*	*
	Unit 5 Weld, Braze and Solder		
5.1	Set up and safely operate oxy/fuel equipment.	*	*
5.2	Set up and safely operate oxy/fuel equipment to perform welding, brazing and soldering operations.	*	*
5.3	Set up and operate M.I.G. welding equipment.	*	*
5.4	Set up and operate spot/plug welding equipment.	*	*
5.5	Set up and safely operate arc welding equipment.	*	*
5.6	Set up and operate plastic welding equipment.	*	*
5.7	Set up, operate and maintain plasma arc cutting equipment.	*	*
5.8	Set up, operate and maintain T.I.G. welding equipment.	*	
	Unit 6 Repair Automobile Bodies		
6.1	Repair, reshape and refit body panels.	*	*
6.2	Prepare surfaces using abrasives.	*	*
6.3	Apply body fillers.	*	*
6.4	Repair, replace fibreglass panels.	*	*
6.5	Repair, replace plastic panels.	*	*
6.6	Repair, replace aluminum body panels.	*	
6.7	Apply body sealers and rust inhibitors.	*	*
	Unit 7 Replace, Refit Electrical Components, Heating & Cooling Systems		
7.1	Test operation of electrical and vacuum systems components.	*	

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Instruction to be Given	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
7.2	Replace, refit electrical, vacuum system components.	■	
7.3	Remove, repair, replace wiring harnesses and attachments.	■	
7.4	Remove, replace, repair and test air conditioning systems and components.	*	
7.5	Drain, remove, perform minor repairs, test and replace gasoline tanks.	*	*
7.6	Repair, replace and test radiators.	■	■
7.7	Repair, replace and test heater cores and controls.	*	■
7.8	Remove, replace water pumps and related components.	*	*
7.9	Identify, remove, replace electronic components.	■	
	Unit 8 Straighten and Align Frames and Unibody Assemblies		
8.1	Locate securing points and measure vehicle to determine deviation from manufacturers' specifications.	*	
8.2	Operate pulling devices.	■	
8.3	Determine structural alignment.	*	
8.4	Remove and replace structural panels and assemblies.	*	
8.5	Align glass openings using hydraulic equipment.	■	
8.6	Align and fit outer body panels.	■	
	Unit 9 Align Steering and Suspension Components		
9.1	Diagnose and identify steering and suspension system malfunctions.	*	
9.2	Remove, replace, adjust all steering and suspension components.	*	
9.3	Remove tires and rims.	*	*
9.4	Align all wheels.	■	
	Unit 10 Paint Automobile Bodies		
10.1	Locate vehicle paint codes and consult manufacturers' manuals.	*	*
10.2	Mix and tint paint.	■	*
10.3	Add reducers, hardeners, additives.	■	*
10.4	Clean surfaces and prepare vehicles.	■	*
10.5	Clean and prepare spray booth.	■	*
10.6	Paint vehicle using spray equipment.	■	*
	Unit 11 Diagnose Damage and Appraise Repair Costs		
11.1	Determine vehicle damage.	■	
11.2	Identify and document hidden and prior damage.	■	
11.3	Identify and document parts, material, labour and sublet items.	■	
11.4	Calculate and determine cost of repairs.	■	
11.5	Finalize for signature a damage report.	■	
	Unit 12 Road Test and Detail Vehicle		
12.1	Test road handling of vehicle.	*	
12.2	Test for unusual noises and vibrations.	*	
12.3	Test operation of internal and external safety related devices.	*	*
12.4	Conduct general visual inspection.	■	*
12.5	Remove interior and exterior stains.	■	■
12.6	Replace body mouldings, emblems, exterior trim.	■	*

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Instruction to be Given	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
12.7	Apply pinstripes and decals.	*	*
12.8	Wash and clean interior and exterior of vehicle.	*	*
12.9	Wax and polish vehicle when required.	*	*
12.10	Communicate effectively with client.	*	*

O. Reg. 552/90, Sched. 1.

Schedule 2**WORK EXPERIENCE TRAINING**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Work Instruction and Trade Practice	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
	Unit 1 Protect Self and Others		
1.1	Wear, adjust and maintain safety clothing and equipment.	*	*
1.2	Practice safety and apply housekeeping rules.	*	*
1.3	Handle, store and use hazardous materials.	*	*
1.4	Prevent fires, by inspecting the work area and removing potential fire hazards.	*	*
1.5	Drain gasoline tanks, remove from vehicle and store safely.	*	*
1.6	Report hazards promptly and efficiently to ensure the safety of self and others.	*	*
1.7	Respond to emergency situations by identifying the danger, and by taking initial corrective action.	*	*
1.8	Comply with the applicable sections of the <i>Occupational Health and Safety Act</i> .	*	*
1.9	Inform co-worker and employer of hazards to minimize the potential for accidents and injury.	*	*
1.10	Apply basic first aid to self or co-worker.	*	*
	Unit 2 Prepare Vehicle for Painting		
2.1	Remove necessary parts, mouldings, and hardware and identify, tag and store for refitting.	*	*
2.2	Apply surface conditioning compounds.	*	*
2.3	Prepare painted surfaces with abrasives.	*	*
2.4	Apply paint strippers.	*	*
2.5	Mask areas not to be painted.	*	*
2.6	Apply primer, fillers and sealers.	*	*
2.7	Apply dura-guard coatings.	*	*
	Unit 3 Use and Maintain Hand/Power Tools and Equipment		
3.1	Identify, select and use hand tools.	*	*
3.2	Identify, select, maintain and use power tools.	*	*
3.3	Set up, operate and maintain power equipment.	*	*
3.4	Set up, operate and maintain paint spraying equipment.	*	*
3.5	Operate and maintain air compressors.	*	*

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Work Instruction and Trade Practice	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
3.6	Set up, operate and maintain sand blasting equipment.	*	*
	Unit 4 Remove, Replace Trim, Hardware and Glass		
4.1	Remove, perform minor repairs and/or replace, interior trim panels and accessories.	*	*
4.2	Remove, replace, repair seats and related components.	*	*
4.3	Replace or repair floor covering and insulation.	*	*
4.4	Remove, replace and repair headliners.	*	*
4.5	Remove, inspect and replace seatbelts.	*	*
4.6	Remove, replace, repair dashboard panels.	*	*
4.7	Remove, replace, repair handles, hinges, locks, latches.	*	*
4.8	Remove, replace, repair windshield wipers and mechanisms.	*	*
4.9	Fit, align and set automotive glass, mouldings and hardware.	*	*
4.10	Install conventional and torque type fasteners.	*	*
4.11	Remove, replace, repair bumpers and related components.	*	*
4.12	Remove, replace, repair weather stripping.	*	*
	Unit 5 Weld, Braze and Solder		
5.1	Set up and safely operate oxy/fuel equipment.	*	*
5.2	Set up and safely operate oxy/fuel equipment to perform welding, brazing and soldering operations.	*	*
5.3	Set up and operate metal inert gas (M.I.G.) welding equipment.	*	*
5.4	Set up and operate spot/plug welding equipment.	*	*
5.5	Set up and safely operate arc welding equipment.	*	*
5.6	Set up and operate plastic welding equipment.	*	*
5.7	Set up, operate and maintain plasma arc cutting equipment.	*	*
5.8	Set up, operate and maintain tungsten inert gas (T.I.G.) welding equipment.	*	
	Unit 6 Repair Automobile Bodies		
6.1	Repair, reshape and refit body panels.	*	*
6.2	Prepare surfaces using abrasives.	*	*
6.3	Apply body fillers.	*	*
6.4	Repair, replace fibreglass panels.	*	*
6.5	Repair, replace plastic panels.	*	*
6.6	Repair, replace aluminum body panels.	*	
6.7	Apply body sealers and rust inhibitors.	*	*
	Unit 7 Replace, Refit Electrical Components, Heating & Cooling Systems		
7.1	Test operation of electrical and vacuum systems components.	*	
7.2	Replace, refit electrical, vacuum system components.	*	
7.3	Remove, repair, replace wiring harnesses and attachments.	*	
7.4	Remove, replace, repair and test air conditioning systems and components.	*	
7.5	Drain, remove, perform minor repairs, test and replace gasoline tanks.	*	*
7.6	Repair, replace and test radiators.	*	*
7.7	Repair, replace and test heater cores and controls.	*	*

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Work Instruction and Trade Practice	Branch 1 Auto Body and Collision Damage Repairer	Branch 2 Auto Body Repairer
7.8	Remove, replace water pumps and related components.	*	*
7.9	Identify, remove, replace electronic components.	*	
	Unit 8 Straighten and Align Frames and Unibody Assemblies		
8.1	Locate securing points and measure vehicle to determine deviation from manufacturers' specifications.	*	
8.2	Operate pulling devices.	*	
8.3	Determine structural alignment.	*	
8.4	Remove and replace structural panels and assemblies.	*	
8.5	Align glass openings using hydraulic equipment.	*	
8.6	Align and fit outer body panels.	*	
	Unit 9 Align Steering and Suspension Components		
9.1	Diagnose and identify steering and suspension system malfunctions.	*	
9.2	Remove, replace, adjust all steering and suspension components.	*	
9.3	Remove tires and rims.	*	■
9.4	Align all wheels.	*	
	Unit 10 Paint Automobile Bodies		
10.1	Locate vehicle paint codes and consult manufacturers' manuals.	*	*
10.2	Mix and tint paint.	*	*
10.3	Add reducers, hardeners, additives.	*	*
10.4	Clean surfaces and prepare vehicles.	*	*
10.5	Clean and prepare spray booth.	*	*
10.6	Paint vehicle using spray equipment.	*	*
	Unit 11 Diagnose Damage and Appraise Repair Costs		
11.1	Determine vehicle damage.	*	
11.2	Identify and document hidden and prior damage.	*	
11.3	Identify and document parts, material, labour and sublet items.	*	
11.4	Calculate and determine cost of repairs.	*	
11.5	Finalize for signature a damage report.	*	
	Unit 12 Road Test and Detail Vehicle		
12.1	Test road handling of vehicle.	*	
12.2	Test for unusual noises and vibrations.	*	
12.3	Test operation of internal and external safety related devices.	*	*
12.4	Conduct general visual inspection.	*	*
12.5	Remove interior and exterior stains.	*	*
12.6	Replace body mouldings, emblems, exterior trim.	*	*
12.7	Apply pinstripes and decals.	*	*
12.8	Wash and clean interior and exterior of vehicle.	*	*
12.9	Wax and polish vehicle when required.	*	*
12.10	Communicate effectively with client.	*	*

REGULATION 1041**AUTOMATIC MACHINIST**

1. In this Regulation,

“automatic machinist” means a person who works or is employed in setting up and operating single and multi spindle screw machines as defined in the training profile;

“certified trade” means the trade of automatic machinist;

“training profile” means the training curriculum approved by the Director for the certified trade, including the units of study required for in-school and work experience training. O. Reg. 28/84, s. 1.

2. The trade of automatic machinist is designated as a certified trade for the purposes of the Act. O. Reg. 28/84, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of a maximum of 8,000 hours of related training and work experience training,

- (a) at classes provided at a location approved by the Director in the units of study contained in the training profile or in a program that in the opinion of the Director is equivalent thereto; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in the training profile. O. Reg. 28/84, s. 3.

4. Clause 12 (a) of the Act does not apply to the certified trade. O. Reg. 28/84, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular daily hours of practical training and instruction shall be included in computing the hours spent by him or her in training and instruction. O. Reg. 28/84, s. 5.

6. The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the progress of the apprentice in respect of related training and work experience, and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. O. Reg. 28/84, s. 6.

7. The subjects of examination for an apprentice in the certified trade shall be based upon the units of study contained in the training profile. O. Reg. 28/84, s. 7.

8. Section 10 of Regulation 1055 of Revised Regulations of Ontario, 1990 does not apply to an apprentice in the certified trade. O. Reg. 28/84, s. 8.

9.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. O. Reg. 28/84, s. 9.

10. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 28/84, s. 10.

rebuilds internal combustion engines and associated components, power trains, brake system components and suspension system components;

“certified trade” means the trade of automotive machinist. R.R.O. 1980, Reg. 23, s. 1.

2. The trade of automotive machinist is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 23, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 1,800 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 23, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 23, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of the apprentice's regular hours shall be included in computing the hours spent by the apprentice in work experience training. R.R.O. 1980, Reg. 23, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours of work or for hours of work in excess of regular daily hours shall not be less than,

- (a) 60 per cent during the first period;
- (b) 70 per cent during the second period;
- (c) 80 per cent during the third period; and
- (d) 90 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 23, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where an employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, an apprentice for each journeyman employed by that employer and with whom the apprentice is working. R.R.O. 1980, Reg. 23, s. 7.

8. Despite section 7, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 23, s. 8.

9. The Director shall issue a progress record book to an apprentice who shall record related training and work experience training time and the apprentice shall be responsible for the safe-keeping of the progress record book. R.R.O. 1980, Reg. 23, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to

REGULATION 1042**AUTOMOTIVE MACHINIST**

1. In this Regulation,

“automotive machinist” means a person who reconditions and

work experience training described in the units of study in Schedule 2. R.R.O. 1980, Reg. 23, s. 10.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 23, s. 11.

11.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

12. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 23, s. 12.

Schedule 1

AUTOMOTIVE MACHINIST

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Identify safety and health hazards. Use of appropriate fire extinguishers.
2	Hand and Power Tools	Identify, use, and maintain hand and power tools.
3	Measuring Devices	Identify, use, and maintain measuring devices.
4	Shop Equipment	Identify, use, and maintain shop equipment.
5	Machine Shop	Perform cutting, drilling, re-surfacing, grinding, boring, honing, knurling and threading operations.
6	Engines	Operating principles, repair and overhaul of engines and components.
7	Brakes	Operating principles, repair and overhaul.
8	Welding	Fundamental principles of joining, welding, fusing and cutting metals using oxy-acetylene, electric arc and soldering equipment.
9	Trade Calculations	Trade related arithmetic, sciences and schematics.
10	Trade Communications	Effective communication, trade related reports, forms and technical publications.

R.R.O. 1980, Reg. 23, Sched. 1.

Schedule 2

AUTOMOTIVE MACHINIST

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Be aware of shop hazards and safety rules.
2	Hand and Power Tools	Practice the use and maintenance of hand and power tools.
3	Measuring Devices	Practice the use and maintenance of measuring devices.
4	Shop Equipment	Practice the use and care of shop equipment.
5	Machine Shop	Practice the use and care of machine shop equipment.
6	Engines	Practice in the repair and overhaul of engines.
7	Brakes	Practice in the repair and overhaul of brakes.
8	Welding	Practice joining, welding, fusing and cutting metals using oxy-acetylene, electric arc and soldering equipment.

R.R.O. 1980, Reg. 23, Sched. 2.

REGULATION 1043**AUTOMOTIVE PAINTER****1. In this Regulation,**

"automotive painter" means a person engaged in the refinishing of motor vehicle bodies who,

- (a) sands, spot fills, primes and paints,
- (b) dries or bakes newly painted surfaces,
- (c) masks and tapes for multi-tone paint work and protective requirements,
- (d) applies decals, transfers, stencils and other types of identification to finished paint work,
- (e) mixes paint and components and matches colours, and
- (f) refinishes galvanized outer panels and anodized aluminum moulding;

"certified trade" means the trade of automotive painter;

"motor vehicle" means a vehicle propelled by an internal combustion engine, or operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under the *Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,

- (a) operated only on rails,
- (b) used for transportation solely within an employer's actual place of business, or
- (c) used for farming operations but not used for carrying a load. R.R.O. 1980, Reg. 24, s. 1.

2. The trade of automotive painter is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 24, s. 2.

3. No person shall become an apprentice in the certified trade unless he or she has successfully completed Grade 8 in Ontario or has

such other academic qualification that, in the opinion of the Director, is equivalent thereto. R.R.O. 1980, Reg. 24, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 24, s. 4.

5. An apprentice shall complete two periods of training and instruction of 1800 hours per period. R.R.O. 1980, Reg. 24, s. 5.

6. Section 9 and subsections 10 (2) and (4) of the Act do not apply to any person who works or is employed in the certified trade. R.R.O. 1980, Reg. 24, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 60 per cent during the first period of training and instruction; and
- (b) 80 per cent during the second period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 24, s. 7.

8. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 24, s. 8.

9. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. R.R.O. 1980, Reg. 24, s. 9.

Schedule 1**AUTOMOTIVE PAINTER****PART 1****In-School Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics	Arithmetic Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes. Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
4	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of firefighting equipment.
		Hand Tools	Handling of gasoline, oils, paints, thinners and solvents. Dangers of spontaneous combustion. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Power Tools	Care and use of hammers, screwdrivers, wrenches, sockets, pliers, vise-grips, drill bits, hacksaws, putty knives, scrapers, paint brushes, blowgun and stripping tools.
		Fastening Devices	Care and use of bench grinders, air and electric drills, orbital and disc sanders, polishers and impact tools.
		General Paint-Shop Equipment	Purpose and types of bolts, nuts, studs, screws, speed nuts, trim clips, flat and lock washers, etc. Installation and removal.
5	Spray Painting Equipment	General Paint-Shop Equipment	Capacities and correct usage of hoists, jacks, stands. Operation and maintenance of degreasing and steamcleaning equipment.
		Paint Spray Guns	Types, principles of operation, component parts, gun conditions and remedies. Material container types. Spray gun maintenance. Types, construction, and use of air and fluid hoses, connections, couplings and adaptors. Pressure drop.
		Transformers (Regulators and Condensers)	Types and purpose. Installation. Minimum pipe sizes. Pressure drop. Moisture and oil problems. Maintenance procedures.
		Air Compressors	Types and purpose, single and 2-stage; components C.F.M. capacities. Installation and basic maintenance.
		Respirators and Masks	Organic vapor and dust types. Correct usage and servicing.
		Spray Booths	Types, purpose and operation. Dry and wash types. Special spray booth features. Lights, filter, fans. Maintenance procedures.
6	Spraying Techniques	Drying Equipment	Convection (Direct heat) and radiation (Infra-Red) drying and baking ovens. Operation and maintenance. Use of portable drying equipment.
		Critical Factors	Importance of correct gun type, fluid tip and air cap combination, fluid and spreader adjustment and atomizing air pressure. Spray patterns. Gun position; distance, stroking, triggering, speed and overlap. Practice spraying of various shaped panels in horizontal and vertical positions.
7	Surface Preparation Materials	Types, Purpose, Description and Correct Usage	Paint finish cleaning solvents. Metal conditioner. Water proof and dry type sandpapers, portable sander discs; grain, backing and bonding. Paint removers. Hot and cold stripping. Sand blasting, power and manual sanding. Masking materials—tapes, papers, compounds. Masking machines. "Tack-rags".
8	Surface Preparation	Preparation Procedures	Determination of surface condition. Surface analysis. Adhesion testing. Preparation of surfaces in good and poor condition and "green" or freshly painted surfaces. Masking and sanding techniques. "Featheredging". Paper grade; Wet or dry, hand or power sanding. Blowing and "Tacking". Metal conditioning. Wax, silicone and metal conditioner removal. Removal and reinstallation of exterior trim, emblems, hardware, and light assemblies. Elementary electrical wiring and testing procedures.
9	Refinishing Materials and Methods	Purpose, Description, Characteristics and Application Methods	Primers, primer-surfacers, putty, sealers solid colours and metallics. Colour material formulation; acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers. Drying characteristics. Effects of temperature and humidity. Thinners or reducers. Formulation; accelerators and retarders. Mixing and reduction. Viscosity checks. Straining. Use of silicone additives. Tests for paint type (old finish). Paint compatibility—intermixing, etc. Factors affecting refinish colour match. Colour codes. Matching and tinting. Force drying and baking; use of baking converters. Rubbing and polishing compounds; hand and machine application.
		Paint Finish Conditions	Identification of paint conditions. Causes and corrective action. Colour coat mil thickness requirements and measurement.
		Spot Repair and Touch-up	Use of enamels, acrylics and lacquers for spot repairs and touch-up. Blending to reduce or eliminate contrast.
		Clean-Up Operations	Removal of overspray from glass, chrome and paint. Effects of solvents on plastic trim. Tire dressings.
10	Paint Finish Deterioration	Causes of Deterioration	Identification of adverse effects of elements and materials on paint finish.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
11	Paint Finish Care	Purpose and Use of Polishes and Cleaners	Wax and silicone-wax types. Effects of cleaners and polishes on acrylics, lacquers and enamels. Polishing requirements and precautions for newly refinished vehicles. Paint finish maintenance.
12	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Multi-colour spatter finishes (trunk interiors, floors, etc.). Simulated vinyl hard-top finishes. Striping; use of masking tape, lining brush and wheel machine. Application of decals and transfers. "Two-toning".
13	Estimating and Shop Management	Estimating and Factors to be Considered Quality Control	Estimating procedures; condition of previous paint job. Average operation times. Labour, material, overhead costs. Use of flat rate manual. Typical estimates and costing of complete or partial paint jobs. Quality of workmanship. Acceptable standards.

PART 2

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, fastening devices and general paint-shop equipment. (As detailed in Part 1.)
2	Spray Painting Equipment	Use, Operation and Maintenance	Familiarization with use, operation and maintenance of spray guns, air and fluid hoses and fittings, transformers, air compressors, spray booths, respirators and masks. Drying and baking ovens and portable drying equipment.
3	Surface Preparation	Surface Condition Preparation Procedures	Analysis of surface condition. Identification of adverse effects of elements and materials on paint finish. Testing for adhesion, paint types, finish age and silicones. Removal of mouldings, trim, hardware and emblems as required. Selection and use of paint finish cleaning solvents, paint removers if required and baking equipment for "Green" or freshly painted vehicles. Blowing and masking. Spot sanding and featheredging of damaged or repaired areas, or complete overall sanding as required. Selection and use of dry or waterproof sandpapers by hand or power sanding. Selection and use of metal conditioners. Spot or overall application of primers and primer surfacers as required. Mixing and reduction. Final complete overall sanding and primer touch-up of bare metal.
4	Refinishing Operations	Colour Match Mixing and Reduction Additives and Viscosities Testing and Checking Procedures Sealer and Finish Coats Paint Finish Conditions Spot Repair and Touch-up Drying or Baking	Refinish colour matching and tinting. Use of colour codes. Selection of thinners or reducers. Mixing and reduction of sealers, acrylic enamels and lacquers, alkyd (PX) and nitro-cellulose lacquers; solid colours and metallics. Use of accelerators and retarders, silicone additives and baking converters. Checking viscosities. Straining. Testing gun operation and spray pattern. Adjusting atomizing and fluid pressures. Checking spray booth light and exhaust fan operation. Rechecking masking and installing wheel covers. Blowing-down and "tacking". Spray application of sealers and finish materials in accordance with manufacturer's recommendations. Familiarization with causes of paint conditions and corrective action. Blending of finishing coats into adjacent areas to reduce or eliminate contrast. Air dry, force dry or baking of finish coats according to type of material applied. Removal of masking materials.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Polishing Lacquers Clean-up	Hand or power application of rubbing compounds or polishes. Removing overspray from glass, chrome, paint and trim. Applying tire dressings. Reinstallation of mouldings, trim, hardware, etc. and light assemblies as required. Testing for correct light operation.
5	Paint Finish Care	Use of Polishes and Cleaners	Familiarization with polishing requirements and precautions for newly refinished vehicles and effects of cleaners and polishes on acrylics, lacquers and enamels.
6	Specialty Refinishing	Materials and Procedures	Refinishing of galvanized outer panels and anodized aluminum moulding insert areas. Application of multi-colour spatter finishes (trunk interiors, floors, etc.), simulated vinyl hard-top finishes. Striping. Application of decals and transfers. "Two-toning".
7	Estimating and Shop Management	Estimating Procedures Quality Control Discipline and Public Relations	Preparation of estimates. Costing of complete or partial paint jobs. Use of flat rate manual. Acceptable standards of work. Attitude towards employer, insurance adjuster, customers and fellow workers.

R.R.O. 1980, Reg. 24, Sched.

REGULATION 1044**BAKER****1. In this Regulation,**

"certified trade" means the trade of baker;

"baker" means a person who prepares any manner of bread, pastries, pies, tarts, cakes, cookies and other baked goods by mixing or blending a variety of ingredients and baking them in an oven and who ices, decorates, fills or otherwise finishes baked goods. O. Reg. 498/81, s. 1.

2. The trade of baker is designated as a certified trade for the purposes of the Act. O. Reg. 498/81, s. 2.

3. The certified trade is composed of three branches:

1. Branch 1, junior baker.
2. Branch 2, baker.
3. Branch 3, patissier. O. Reg. 498/81, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at a location approved by the Director in the units of study listed in items 1 to 9 of Schedule 1 for Branch 1, in the units of study listed in items 1 to 19 of Schedule 1 for Branch 2 and in the units of study listed in items 1 to 29 of Schedule 1 for Branch 3 or in such programs that in the opinion of the Director, are equivalent thereto; and
- (b) work experience training provided by the employer of the apprentice in the units of study listed in items 1 to 10 of Schedule 2 for Branch 1, in the units of study listed in items 1 to 18 of Schedule 2 for Branch 2 and in the units of study listed in items 1 to 28 of Schedule 2 for Branch 3. O. Reg. 498/81, s. 4.

5. An apprentice in the certified trade shall,

- (a) for Branch 1, complete one period of 2,000 hours of related training and work experience;
- (b) for Branch 2, complete three periods of 2,000 hours of related training and work experience;
- (c) for Branch 3, complete four periods of 2,000 hours of related training and work experience. O. Reg. 498/81, s. 5.

6. No person shall become an apprentice in the certified trade unless he or she has successfully completed Grade 8 in an Ontario elementary school or has such other academic qualification that in the opinion of the Director, is equivalent thereto. O. Reg. 498/81, s. 6.

7. The examination for an apprentice in the certified trade shall be,

- (a) for Branch 1, on the units of study listed in items 1 to 9 of Schedule 1 and on the units of study listed in items 1 to 10 of Schedule 2; and
- (b) for Branch 2, on the units of study listed in items 1 to 19 of Schedule 1 and on the units of study listed in items 1 to 18 of Schedule 2; and
- (c) for Branch 3, on the units of study listed in items 1 to 29 of Schedule 1 and on the units of study listed in items 1 to 28 of Schedule 2. O. Reg. 498/81, s. 7.

8. The rate of wages for an apprentice in the certified trade when not attending a training program at a location approved by the Director shall not be less than the minimum wage prescribed by the *Employment Standards Act* for employees in the certified trade plus a minimum of 20 per cent for each period of training completed by the apprentice. O. Reg. 498/81, s. 8.

9. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for each journeyman employed by the employer in that trade and with whom the apprentice is working; or

- (b) where the employer is not a journeyman in the certified trade, one apprentice for each journeyman employed by the employer in that trade and with whom the apprentice is working. O. Reg. 498/81, s. 9.

10. Despite section 9, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in any Branch of the certified trade. O. Reg. 498/81, s. 10.

11. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time he or she spends in related training and work experience and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. O. Reg. 498/81, s. 11.

12. Despite any of the provisions of the Act or the regulations,

where an applicant for a certificate of qualification in Branch 3 of the certified trade who is the holder of a certificate of qualification in Branch 2 of the certified trade submits to the Director, within two years from the first day of the month following the month in which the regulation is published in *The Ontario Gazette*, proof of work experience which in the opinion of the Director is equivalent to twice the work experience training described in the units of study listed in items 19 to 28 in Schedule 2, such applicant shall be entitled to receive a certificate of qualification for Branch 3 without examination. O. Reg. 498/81, s. 12.

13.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. O. Reg. 498/81, s. 13.

14. A certificate of qualification in a Branch of the certified trade is not required to be renewed. O. Reg. 498/81, s. 14.

Schedule 1

BAKER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Sanitation, Safety and Equipment	Hygiene, personal and work area, safe working practices, pertinent legislation, knowledge of equipment.
2	Bakery Formulation	Weigh ingredients, understand chemical and physical changes, convert recipes, calculate quantities.
3	Ingredients	Classes of wheat, rye, yeast, use of additives, properties of flour, shortening.
4	Fermentation	Knowledge of the theory of fermentation, industry usage, control of fermentation.
5	Straight Dough	Theory and preparation of straight dough selection of tools/equipment to divide dough, glazing.
6	Variety Fermented Goods	Preparation of breads and rolls, shape and mould mix ingredients, selection of correct baking temperatures.
7	Pies, Sweet & Puff Paste Goods	Selection of, ingredients, tools, equipment, roll and cut paste, pie filling.
8	Cookies	Preparation of cookie paste, selection of method, tools and equipment decorate and coat.
9	Muffins, Tea Biscuits and Doughnuts	Preparation of muffin batter, baking theory, baking temperatures, fry doughnuts, glaze.
10	Sanitation	Avoidance of toxins, poisons, harmful micro-organisms, prevention of rodents, insects. Good sanitary practices.
11	Formulation	Know the correct percentages of flour to ingredients, chemical changes by adding salt, sugar, flour, eggs.
12	Flour and Sugar	Know the classification of oats, barley, buckwheat corn, rice, soybean potato, sorghum and their applications.
13	Cakes	Preparation of cake batter, weigh and mix ingredients, selection of tool and equipment, preparation of creams, fillings and icings.
14	Bread & Rolls and Sponge Doughs	Theory and preparation, styles, types, weigh and mix ingredients, ability to scale, round, mould, pan and proof dough, selection of equipment.
15	Choux Paste	Theory and preparation, weigh and mix ingredients, selection of piping bag, tools and equipment for filling and glazing.
16	Pudding	Theory and preparation, selection of recipes, ingredients, methods of mixing, steaming and baking of puddings.
17	Stock Control Receiving and Issuing	Inspection of incoming goods, storage and rotation of stock, maintaining stock records.
18	Product Costing	Control of product costs, eliminate wastage, know weight loss due to chemical changes.
19	Ingredient and Material Purchasing	Selection and identification of ingredients and materials, cost calculation. Order placing, economical purchasing methods.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
20	Specialty Cakes	Theory and preparation, selection of recipes, ingredients, operating procedures, weighing, mixing, decorating.
21	Pasteries and Petits Fours	Make and store pastries, petits fours. Prepare choux paste, select ingredients and operating temperatures, glaze and finish. Make meringues.
22	Decorating	Pipe and decorate, selection and use of materials, utensils, equipment, decorative script and print. Use of food colouring.
23	Desserts	Knowledge of thickening agents for gels, preparation of fruit, hot and cold desserts.
24	Almond Paste	Knowledge of ingredients and theory, basic designs, marzipan fancies, mixing and use of colours.
25	Gum Paste	Preparation of gum paste work, use of forms, moulds, decorative work.
26	Sugar	Sugar work, principles and practices, preparation of crystal sugar, simple syrup, fondant, rock sugar, spun sugar, pulled sugar, poured sugar.
27	Chocolate and Couverture	Theory and methods of making cocoa and chocolate. Knowledge of different compositions and types. Uses and applications on cakes, pastries, pies, cookies, creams, chocolate moulds.
28	Specialty Cookies	Macaroons, almond coconut, hazelnut, short bread, dutch biscuits, honey cookies, florentine cookies.
29	Wedding Cakes	Types and styles, traditional, pound cake, layer cake, icings, decorative work.

O. Reg. 498/81, Sched. 1.

Schedule 2**BAKER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Work Experience Training
1	Straight Dough	Preparation of straight dough, selection of correct tools and equipment, weighing ingredients, mixing ingredients, fermentation theory, scale, round, mould, pan wash and top dough, glaze and ice.
2	Bread and Rolls	Preparation, knowledge of recipes, selection of ingredients, weighing, mixing, dividing, moulding, shaping, glazing.
3	Sweet Dough	Preparation methods, selection of ingredients, selection of required tools and equipment, roll cut and form paste, baking principles.
4	Pie Paste	Selection of pans, forms and foils, cut roll and form, weighing, mixing ingredients, correct baking temperatures and times. Fillings according to recipes.
5	Tart Paste	Selection of forms and foils, cut roll and form paste, weighing, mixing ingredients, correct baking temperatures and times, fillings according to recipes.
6	Puff Paste	Knowledge of recipes, ingredients, tools and equipment. Rolling and shaping ingredients for filling and toppings, correct baking temperatures and times.
7	Cookies	Preparation, weighing and mixing ingredients, scale, roll and divide paste, cut shape and pan, correct baking principles, dip, sugar, sprinkle or decorate.
8	Muffins	Preparation of muffin batter, weighing, mixing ingredients, baking principles, knowledge of pans, implements, recipes.
9	Tea Biscuits	Preparation, weighing and mixing. Weighing and mixing ingredients. Cutting, shaping. Baking principles.
10	Doughnuts	Preparation, types, cake and yeast, weighing and mixing ingredients, divide mould and shape dough, correct frying temperatures and time, fillings, dip and glaze donuts.
11	Cakes	Selection of tools and equipment. Preparation of cake batter, knowledge of ingredients, mixing, weighing, recipes and types. Baking principles.
12	Cream, Icings and Fillings	Preparation of butter cream, fudge, frostings, fondant, royal icing, whipped cream, whipped topping, knowledge of ingredients, recipes, tools and equipment.
13	Bread and Rolls (Advanced)	Theory and preparation, cheese bread, french bread, pumpernickel, rye, kaiser buns, onion buns, milk and egg bread and rolls, baking principles, knowledge of tools and equipment.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Work Experience Training
14	Choux Paste	Preparation of choux paste, knowledge of ingredients, recipes, tools and equipment, weighing and mixing, use of piping bag, correct baking/frying temperature.
15	Pudding	Preparation of puddings, steamed, steam baked, weighing and mixing of ingredients, knowledge of temperature and time for steaming and steam baking, selection of tools and equipment.
16	Stock Control Receiving and Issuing	Inspection of incoming goods, storage and rotation procedures, maintaining stock records, knowledge of stock turnover.
17	Product Costing	Control of product costs, knowledge of yield and loss through fermentation, baking processes and chemical changes. Develop new products, eliminate waste.
18	Material Purchasing	Knowledge of materials and ingredients used. Calculate requirement from production schedules, life of perishable items, establish most economical purchasing methods.
19	Specialty Cakes	Cake types, layer cakes, black forest, sacher, dobos, cheesecake, linzer torte, gateau hollondais, gateau St. Honore, croquembouche, preparation, knowledge of ingredients, baking principles, decoration.
20	Pastries	Preparation methods and techniques, use of icings and toppings, select ingredients, use of marzipan, fondant, chocolate coatings, application of baking principles.
21	Decorating	Selection and use of materials, utensils and equipment. Decorative script and print, use of food colouring, piping bag.
22	Desserts	Selection and use of thickening agents for gels, preparation of fruit, hot and cold desserts, knowledge of recipes, dessert types, baking principles.
23	Almond Paste	Knowledge of ingredients, working methods, marzipan shapes, styles, use of colours and marzipan varnish.
24	Gum Paste	Preparation, ingredients and uses of gum paste, care and use of moulds, forms, equipment, knowledge of decorative work.
25	Sugar	Sugar work principles and practices, correct methods of preparation, characteristics and uses. Sugar types, use of colouring.
26	Chocolate and Couverture	Methods of making cocoa and chocolate preparations, types and characteristics, uses and applications on cakes, pastries, pies, cookies, creams and chocolate moulds.
27	Specialty Cookies	Preparation of, knowledge of types and styles, ingredients and preparation methods, care and use of equipment and utensils, finishing and decorating.
28	Wedding Cakes	Knowledge of types, styles and ingredients. Uses and applications of icing, coatings, selection and use of necessary equipment, decorative materials, ingredients and practices.

O. Reg. 498/81, Sched. 2.

REGULATION 1045**BRICK AND STONE MASON**

codes and manufacturers literature used in the layout and erection of a structure;

“certified trade” means the trade of brick and stone mason.
R.R.O. 1980, Reg. 26, s. 1.

1. In this Regulation,

“brick and stone mason” means a person who,

- (a) constructs, erects, installs and repairs with brick, concrete block, insulation and other masonry units, walls, arches, paving, floors, fireplaces, chimneys, smoke-stacks and other structures,
- (b) cuts and trims all brick, concrete block and other masonry units by hand tools and power activated equipment,
- (c) lays firebrick and other refractory materials to walls, arches and floors in the construction of furnaces or to lining furnaces and retorts or to enclosing boilers, tanks and heat treating furnaces,
- (d) has a comprehensive knowledge of tools to perform in the trade,
- (e) reads and understands blueprints, sketches, specifications,

2. The trade of brick and stone mason is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 26, s. 2.

3.—(1) No person shall become an apprentice in the certified trade unless he or she has successfully completed Grade 8 in Ontario or has such other academic qualification that in the opinion of the Director is equivalent thereto.

(2) Despite subsection (1), a person may be registered as an apprentice in the certified trade if the person has,

- (a) graduated in a course for the trade of brick and stone mason offered in the occupational program of a junior or special vocational school; and
- (b) been recommended to the Director by the Principal of the school where the person completed the course for enrollment as an apprentice in the certified trade. R.R.O. 1980, Reg. 26, s. 3.

4. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 1,400 hours per period,

- (a) at full time educational day classes provided at a college of applied arts and technology or in courses that, in the opinion of the Director, are equivalent thereto in the subjects contained in Schedule 1; and
- (b) in practical work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 26, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular daily hours of work experience training shall be included in computing the hours spent in related training and work experience training. R.R.O. 1980, Reg. 26, s. 5.

6. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 26, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period;
- (b) 60 per cent during the second period;
- (c) 70 per cent during the third period;
- (d) 80 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen

employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 26, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working;
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 26, s. 8.

9. Despite section 8, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 26, s. 9.

10. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time that he or she spends in related training and work experience and the apprentice shall be responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 26, s. 10.

11.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 26, s. 11.

12. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 26, s. 12.

Schedule 1

BRICK AND STONE MASON

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system; conversion methods. Weights and measures. Ratio and proportion. Percentage. Areas, volumes, linear mensuration. Elementary geometry.
2	Business Communications	General	Vocabulary and organizational structure of the industry. Trade terminology and usage. Reading comprehension; use of trade publications, manuals, specifications. Sentence and paragraph structure. Trade related letter, memoranda writing, completion of forms, reports, job descriptions, requisitions, orders. Oral communication.
3	Drafting and Blueprint Reading	Blueprints Basic Drafting Techniques	Reproduction process. Working drawings. Reading and interpretation of frame, masonry and concrete construction plans; materials, construction members, dimensioning, sections, elevations, details, scales, schedules, architectural standard symbols. Masonry principles and bonds. Types of walls, corners, chimneys, fireplaces, arches, piers, footings, reinforced masonry. Specifications. Modular co-ordination: identification, terminology, history. Need for coordination. Details, grids and units. Quantity takeoff methods for calculating exact amount of modular and non-modular materials, joint thickness and mortar types. Maintaining production rates, times, schedules. Use of lines, scales, views, projections, sections, developments, dimensions, lettering, symbols. Preparation of elementary working drawings; floor plans for masonry construction, brick coursing for window and door openings, wall section and details, sections and details for steel frame construction. Dimensioned sketches. Material estimates.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
4	General Trade Practice	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; location, use and maintenance of fire fighting equipment. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . Handling and storage of flammable liquids, gases and chemicals. Safe use of lifting, hoisting and scaffolding equipment, electric tools, welding equipment. Temporary heating equipment. Ventilation. Dermatitis protection. Good housekeeping.
		Hand Tools	Care and use of mason's trowels, caulking and pointing trowels, jointing tools, mason's hammer and bolster or brickset. Combination levels and plumb rules, steel squares. Folding rules and tapes, mason's line, plumb bob, line pins, corner blocks. Brushes. Floats, edgers and groovers screeds and darbies. Mortar hoe and board, shovels, gauge rods or storey poles.
		Power Tools and Equipment	Care and use of portable electric and bench masonry saws. Powered mortar mixers. Power or manual pallet lifters. Hoists. Brick and mortar buggies. Mixing box, sand box and screen. Scaffolding; staging frames and planking, ladders, swing-stages. Safety belts and lifelines. Temporary heating equipment. Water drums, hose, pails. Wheelbarrows.
		Mortar	Preparation; selection of materials, types and requirements for sand, lime, cement and water. Screening sand; screen size, measuring and checking to specifications. Mixing mortar; mix types and specifications, proportions by volume and weight. Adding methods. Aging before use. Acid resisting and refractory mortars. Strength, bond, durability, workability, shrinkage, water retentivity. Hand and power mixing. Admixtures; types, specifications, quantities, when to add. Plasticizers, accelerators, retardants, waterproofing and colouring agents, epoxies.
		Materials	Origin, manufacture, identification, properties, types and use of brick, structural tile, concrete block, natural and manufactured stone, refractories. Protective coverings. Cavity and veneer wall ties, horizontal joint reinforcements, rigid and flexible anchors, control and expansion joint fillers. Weep hole vents. Furring clips, nailing strips, flashings. Damp-proofing, caulking materials, rigid and pour type insulation.
		Courses	Types, characteristics and uses; header, stretcher rowlock (rolok), soldier courses. Closures.
		Joints	Mortar joints; strength of bond, mortar thickness, correct application. Bed, head, bed and head backing, cross and closure joints. Parging. Joint finishing or tooling; flush, raked, concave and "V" tooled joints.
		Bonds	Principles, common types and uses; running or stretcher, common, English, English cross or Dutch, Flemish and stack bonds. Ornamental bonds.
		Gauging	Layout and use of storey pole or gauge rods, modular and non-modular measuring devices.
5	Blockwork	Foundation Walls	Selecting, locating and storing material: blueprint reading for type of materials, work location. Effect of weather and moisture on materials, protection methods. Specifications for different masonry units and uses. Estimating materials. Preparing mortar to specifications.
		(General)	
		(Layout)	Establishing base or building line from street line and locating front corner points: blueprint reading for building location. Relevant building codes. Permanent and temporary bench marks. Use of transit and tapes. Marking methods. Squaring corners from building line and measuring side and back lines: blueprint reading to locate sides and back of building. Relevant building codes. Use of transit and tapes. Marking methods. Use of mason's square. Squaring a building.
		(Wall Elevation)	Establishing finished foundation wall elevation: blueprint reading, use of transit or dumpy level. Periodic checks of elevations and levels.
		(Construction Details and Procedures) (Preliminaries)	Positioning mortar and masonry materials: specifications for type of block, mortar, reinforcing. Site ordering of materials. Laying-out bond, establishing openings and tying-in partitions: blueprint reading for location. Bond types. Use of special units, corners and jumbs. Blueprint reading for coursing and height of openings. Use of mason's rule. Marking of storey pole or gauge rod. Cutting concrete blocks. Use of power driven masonry saw, brick hammer, set or bolster. Electrical power requirements.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Corners and Leads)	Building corners and leads: specifications for bond type and gauge. Trowel use. Correct method of spreading mortar. Use of mason's level or plumb rule, storey pole or gauge rod. Placing reinforcing in bed joints: specifications, plain or patented type reinforcing. Stretching and sighting line: use of line pins, corner line blocks, marked line.
		(Laying Concrete Blocks)	Laying concrete blocks to line. Use of trowel. Correct method of spreading mortar. Use of mason's level or plumb rule, storey pole or gauge rod. Jointing methods. Making provision to tie-in partitions: blueprint reading for location. Tying-in or bonding methods.
		(Sills)	Flashing beneath sills: flashing material types and methods. Setting sills: blueprint reading for sill type. Spreading mortar for different sill types. Safe handling of single unit sills.
		(Anchoring Frames)	Anchor types and methods.
		(Lintels)	Making concrete lintels: specifications for type required. Reinforcing method. Curing time. Placing lintels: angle-iron or other steel, reinforced masonry unit-type, reinforced concrete type. Determining type on architectural and structural drawings from specifications. Bedding and shoring methods. Use of level, setting to line. Trade terminology, specifications for steel shapes.
		(Finishing)	Making bond beam to close-off top of wall, specification and blueprint reading for type required. Placing reinforcing. Parging and waterproofing foundation walls: use of parge, membrane and patented methods. Insulation: use of loose fill, plank, or perimeter types.
		Exterior Walls	Blueprint and specification reading for site location, type and size of wall, C.S.A. and A.S.T.M. Material specifications. Calculation of block and mortar material quantities. Mortar preparation area and material storage. Laying out exterior wall line on foundation wall from known reference point, marking corner points of exterior wall. Squaring corners and establishing other wall lines and finished wall height from blueprints.
		(Construction Details and Layout)	
		(Preliminaries)	Preparing mortar to specifications. Laying out horizontal coursing, locating and marking openings, intersecting walls, control and expansion joints from blueprints. Purpose, type and application of control and expansion joints, correct tool use. Laying out storey pole or gauge rod from blueprints for vertical coursing, wall height, sill and openings height if applicable.
		(Building Walls)	Placing specified base flashings or damp proof course. Cause and control of efflorescence. Building corners or leads by spotting blocks at corner points. Use of mason's line. Setting, levelling and plumbing units to height. Establishing bond, cutting units and maintaining bond pattern. Laying blocks to line. Provision of weep holes; purpose, specified type, position and frequency. Finishing and pointing joints to specifications. Building-in masonry ties, furring, clips, reinforcements and accessories, rough bucks, steel frames for openings, to blueprints and specifications. Tying-in or bonding intersecting walls. Purpose and provision of chases or recesses. Blueprint reading for location and size. Liaison with other trades.
		(Erecting Scaffolds)	Scaffolding types, erecting, supporting and anchoring methods. Safe working procedures. Predetermining finished wall heights and required scaffolding changes for work progress.
		Miscellaneous Details	Building corbels and offsets: blueprint reading for location, design. Limit of total extension to wall thickness. Limit of corbel per course. Setting sills, lintels, ornamental stone or terracotta: blueprint and specification reading for type. Handling single units. Bedding, levelling and setting to line. Buttress types: vertical, battered, flying and corner. Pilaster types: one side of wall, two sides of wall, corner. Building buttresses or pilasters: use of adjustable plumb-rule or batterstick. Angles. Stress and strength of materials. Positioning and setting miscellaneous metal work, building in mechanical services and conduit, blueprint reading for types and location. Trade terminology. Anchoring roof plate or wall plate: use of anchor bolts. Bolt types and holding qualities. Placing beam fill: purpose and usage. Construction joints: saw-cutting existing structure for use of copper bellows. Toothing blocks to existing structure.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Interior Block Walls	<p>Laying-out work: blueprint and specification reading for details of walls: location, construction, materials and finish.</p> <p>Preparing mortar and adhesives to specifications.</p> <p>Bonding into existing work: use of ties or anchors. Essential filling of joints.</p> <p>Strength of mortar. Block bonding, indents, toothing. Building firestops: blueprint reading to determine where necessary. Relevant building code. Building-in rough bucks or steel frames: anchor types and methods.</p> <p>Building-in nailing strips, plugs, metal furring clips and reinforcing where necessary: specification and blueprint reading for type and location. Holding qualities of nailing strips, furring clips, plugs. Building walls faced on both sides: using two or more units plumed on each face of wall. Types of bond. Building-in conduit and miscellaneous metal work: blueprint reading for type and location.</p> <p>Cutting block units for interior work: use of power driven masonry saw. Care in handling units for decorative work. Insulating, fire-proofing, sound-proofing walls.</p>
6	Brickwork	<p>Exterior Walls</p> <p>(Construction Details and Layout)</p> <p>(Preliminaries)</p> <p>(Building Walls)</p> <p>Miscellaneous Details</p> <p>(Repair Work)</p>	<p>Blueprint and specification reading for site location, type and size of wall. C.S.A. and A.S.T.M. Material specifications. Calculation of masonry and mortar material quantities. Mortar preparation area and material storage.</p> <p>Laying out exterior wall line on foundation wall from known reference point, marking corner points of exterior wall. Squaring corners and establishing other wall lines and finished wall height from blueprints.</p> <p>Preparing mortar to specifications. Laying out horizontal coursing in dry bond, locating and marking openings, intersecting walls, control and expansion joints from blueprints. Purpose, type and application of control and expansion joints, correct tool use. Laying out storey pole or gauge rod from blueprints for vertical coursing, wall height, sill and openings height if applicable.</p> <p>Placing specified base flashings or damp proof course. Cause and control of efflorescence.</p> <p>Building corners or leads by spotting bricks at corner points. Use of mason's line. Setting, levelling and plumbing units to height.</p> <p>Establishing bond, cutting units and maintaining bond pattern. Laying masonry units to line. Provision of weep holes; purpose, specified type, position and frequency. Finishing and pointing jointing to specifications.</p> <p>Building-in masonry ties, furring, clips, reinforcements and accessories, rough bucks, steel frames for openings, to blueprints and specifications. Tying-in or bonding intersecting walls.</p> <p>Purpose and provision of chases or recesses. Blueprint reading for location and size. Liaison with other trades.</p> <p>Flashing and topping of free-standing walls: checking specifications and blueprints for type and method.</p> <p>Building corbels and offsets: blueprint reading for location, design. Limit of total extension to wall thickness. Limit of corbel per course. Setting sills, lintels, ornamental stone or terracotta: blueprint and specification reading for type. Bedding, levelling and setting to line. Buttress types: vertical, battered, flying and corner. Pilaster types: one side of wall, two sides of wall, corner.</p> <p>Building buttresses or pilasters: use of adjustable plumb-rule or batterstick. Angles. Stress and strength of materials.</p> <p>Positioning and setting miscellaneous metal work, building in mechanical services and conduit, blueprint reading for types and location. Trade terminology. Anchoring roof plate or wall plate. Use of anchor bolts. Bolt types and holding qualities. Placing beam fill. Purpose and usage. Construction joints: saw-cutting existing structure for use of copper bellows. Toothing masonry to existing structure.</p> <p>Cutting out defective joints and sections of masonry units: checking structural function of unit to be repaired. Inspecting work to determine sections to be repaired. Establishing staging requirements. Specifications for depth of deteriorated mortar and mortar type. Use of portable-type saw with abrasive blade. Safety precautions. Use of jointing chisel and mash hammer. Purpose and importance of wetting. Placing new masonry units: setting, plumbing and levelling to maintain original bond and pattern. Cutting units to fit. Matching old work. Filling joints and pointing to match existing joints: types of mortar and joints, use of pointing tools. Caulking materials and tools. Shoring, needling and underpinning. Checking specifications for strength of materials and mortars. Methods of placing and fastening. Distance on centres. Use of jacks and wedges. Effects of vibration. Safety code.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Reinforced Masonry)	Purposes, design, construction. Placing steel: specification and blueprint reading for design and placing of steel. Laying brick, block or tile: determining joint thickness to ensure proper bonding and coverage of steel in grouting process. Grouting wall: mixing grout. Limitations of grout flow. Inspection area.
		(Cleaning Masonry)	Specifications for solution to be used and method. Mixing and application of acid or detergent solutions. Safety regulations and precautions.
		Interior Walls	Laying-out work: blueprint and specification reading for details of walls: location, construction, materials and finish.
		(Masonry Partition Construction)	Preparing mortar and adhesives to specifications. Bonding into existing work: use of ties or anchors. Essential filling of joints. Block bonding, indents, toothing. Building firestops: blueprint reading to determine where necessary. Relevant building code. Building-in rough bucks or steel frames: anchor types and methods. Building-in nailing strips, plugs, metal furring clips and reinforcing where necessary: specification and blueprint reading for type and location. Building walls faced on both sides: using two or more units plumbed on each face of wall. Types of bond. Building-in conduit and miscellaneous metal work: blueprint reading for type and location. Cutting masonry units for interior work: use of power-driven masonry saw. Care in handling units for decorative work.
		Paving Brick	Insulating, fire-proofing, sound-proofing walls. Laying-out work: checking specifications for materials and patterns. Bonds. Cutting for special layouts. Building code requirements. Building steps, pavements and patios: special mortar required for unusual exposure to weather. Foundations, underbreds and drainage. Use of level. Determining grades, rise and tread.
		Decorative Masonry	Building decorative masonry: checking specifications and blueprints. Bonds. Patterns. Blending colours. Combining different units in one wall. Jointing. Flashing and topping anchoring specified. Using coloured mortars: checking specifications for correct additives and proportions used. Correct mixing method. Building glass block panels, placing reinforcing and expansion strips, installing louvers and ventilators, jointing and cleaning: checking specifications and blueprints for: size of openings and blocks, patterns, type of block and correct way to lay, mortar. Use of reinforcing and expansion strip, weather-seals and purpose. Limitations in use.
		Chimneys	Laying-out work: blueprint reading for location. Specifications for materials. Use of mason's rule. Relevant building code. Flue capacities and efficiency.
		(Specifications, Construction Procedures)	Building abutments: selection and use of masonry materials. Design to carry fireplace on floor above. Corbelling to carry fireplace hearth. Miscellaneous ironwork, cleanouts, breechings, thimbles: types and location. Correct anchoring methods. Building-in flue linings: checking specifications and blueprints. Vitrified clay flue lining. Firebrick. Bedding, jointing. Relevant building code. Building withes or midfeathers: relevant building code. Tying or bonding masonry work in chimney. Placing flashings: purpose and materials used, details and application methods. Constructing offset flues: mathematics, angles to perpendicular. Relevant building code. Corbelling to increase chimney size: limit of total extension to wall thickness. Limit of corbel per course. Topping-out chimney: methods and types. Mortar specifications for rigorous conditions. Setting chimney tops: types and purpose, centered and plumbed. Benching mortars. Building with refractory units: blueprint reading for location and types. Specifications. Properties. Availability. Use of special shapes.
		Arches	Laying-out work: blueprint reading for type, location, span, rise and depth of arch. Various designs of arches.
		(Design)	
		(Construction)	Setting and removing centres: use of plumb-rule and level. Use of folding wedges for easy removal without disturbing green brickwork. Factors in construction, placing and removal of centres. Determining spring line, cutting skewback: use of power-driven masonry saw. Use of brick hammer, set or bolster. Safe practices. Laying-up arch: use of centre point or points to line up joints. Tapering bricks or stone for uniform thickness of joints. Use of trammel.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Fireplaces (Design and Construction Details)	Laying-out work: specifications and blueprint reading for type, location and design. Relevant building code. Placing ash dump, building fireback and setting damper: firebrick use for back hearth, cutting methods. Use of fireclay or high temperature cement. Factors relating to finished opening width: finished opening height. Depth of backhearth. Width of back of fireback. Vertical and sloping height of fireback. Width and height of throat. Smoke shelf width. Damper size required, placing height. Ash dump location. Building-in steel fireplace form: checking specifications for types, installation methods. Building masonry facing and mantel: checking specifications. Selection of units for quality. Anchoring to rough brickwork.
7	Specialty	Prefabricated Masonry Panels (Installation) Stonework Pre-cast Concrete Insulation Refractories Tile and Spectraglaze	Types and characteristics: partial brick and stone panels with styrofoam-plywood combination backing. Full brick, stone and block construction panels. Anchoring methods, specifications, manufacturers installation instructions. Partial brick and stone panels: lining-up, nailing and use of adhesives. Finishing joints. Full brick, stone and block panels: procedures for setting up control, form and grouting jigs. Stripping form jigs. Laying-out and building panels into place. Hoisting by cast-in plates or bolts. Levelling and plumbing. Placing of reinforcing rods, anchor bolts, bracing plates. Arc or resistance welding of plates. Welding requirements, structural welding qualifications. Placing grout by hand or power equipment. Types of walls: random rubble, coursed rubble, field stone, pre-cut and pre-cast stone. Ashlar patterns. Raking joints. Mixing mortar or adhesives. Setting natural and artificial stone and pre-cast shapes: cutting, handling, anchoring and placing stone, bond stones and bond courses, quoins, capping for pier, coping, trim. Use of wood wedges or lead shims. Blueprint and specification reading for types of pre-cast lintels, beams, joists and wall units (manufactured or job-site "tilt-up" construction). Hoisting into place by cast-in anchors. Plumbing and levelling. Tying wall units together with cast-in-place columns or pilasters. Types and characteristics: loose fill (pour type), rigid (plank). Installation procedures and adhesives. Applications for cavity walls, interior walls, refractory and refrigeration work. Specification reading for type and attachment method. Blueprint and specification reading for type of boiler setting or furnace, size and type of wall. Calculation of refractory and fireclay materials. Provision of storage area. Preparation of fireclay, refractory cements, adhesives and epoxies. Laying out walls, locating expansion joints, recesses for intersecting walls. Placing required insulation. Locating burner cones. Determining location of baffles. Laying out arches. Application of plastics, refractory cements, adhesives and epoxies. Correct location of deadplates and openings. Building walls of plain or glazed facing tiles or blocks: blueprint and specification reading for location and type. Use of power-driven masonry saw. Use of special shapes.

R.R.O. 1980, Reg. 26, Sched. 1.

Schedule 2**BRICK AND STONE MASON****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practices (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . Care and use of hand tools, power tools and equipment. Portable electric masonry saws. Temporary heating equipment. Scaffolding, staging frames, planking, ladders, swing-stages. Lifting and hoisting equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Mortar	Preparation; material, types and requirements. Screening sand. Mixing mortar to specifications. Acid resisting and refractory mortars. Familiarization with strength, bond, durability, workability, shrinkage, water retentivity. Hand and power mixing. Admixtures; use of plasticizers, accelerators, retardants, water-proofing and colouring agents, epoxies.
		Materials	Identification, use and handling of brick, structural tile, concrete block, natural and manufactured stone, refractories. Cutting operations. Cavity and veneer wall ties, horizontal joint reinforcements, rigid and flexible anchors, control and expansion joint fillers. Weep hole vents. Furring clips, nailing strips, flashings. Damp-proofing, caulking materials, rigid and pour type insulation.
		Courses	Use of header, stretcher, rowlock (rolok), soldier courses. Closures.
		Joints	Making mortar joints; bond, mortar thickness, correct application. Use of bed, head, bed and head backing, cross and closure joints. Joint finishing or tooling: flush, raked, concave and "V" tooled joints. Parging.
		Bonds	On-site application of masonry principles. Use of running or stretcher, common, English, English cross or Dutch, Flemish and stack bonds. Ornamental bonds.
		Gauging	Layout and use of storey pole or gauge rods, modular and non-modular measuring devices.
2	Blueprint Reading (As detailed in Schedule 1)	General	Familiarization, interpretation and use of architectural and structural drawings of frame, masonry, concrete and reinforced masonry construction: sections, elevations, details, scales, schedules, architectural standard symbols. Building codes. Types of walls, corners, chimneys, fireplaces, arches, piers and reinforced masonry. Specifications. Quantity take-off: calculating quantities of modular and non-modular materials, joint thicknesses. Modular co-ordination: on-site application, terminology. Details, grids and units.
3	Blockwork (As detailed in Schedule 1)	Foundation Walls (General)	Selecting, estimating, locating, storing and protecting material. Preparing mortar.
		(Layout)	Establishing base or building line, locating front corner points. Squaring corners, measuring side and back lines. Squaring a building. Finished foundation wall elevation.
		(Construction)	Laying-out bond. Cutting concrete blocks. Building corners and leads. Placing reinforcing in bed joints. Laying blocks to line. Jointing. Tying-in or bonding partitions. Flashing beneath sills. Setting sills. Anchoring frames. Making concrete lintels. Placing lintels, bedding and shoring, levelling, setting to line.
		(Finishing)	Making bond beam to close-off top of wall. Placing reinforcing. Parging and water-proofing foundation walls. Insulation.
		Exterior Walls	Calculation of material quantities. Laying out exterior wall line. Marking corner points. Squaring corners, establishing wall lines, finished wall height. Preparing mortar. Laying out horizontal coursing, openings, intersecting walls, control and expansion joints.
		(Layout)	
		(Building Walls)	Placing base flashings or damp proof course. Building corners or leads. Setting, levelling and plumbing to height. Establishing bond, cutting blocks, maintaining bond pattern. Laying to line. Finishing and pointing joints. Building-in masonry ties, furring clips, reinforcements and accessories, rough bucks, steel frames for openings. Tying-in or bonding intersecting walls. Provision of chases or recesses.
		(Miscellaneous Details)	Liaison with other trades. Erecting scaffolding, supporting and anchoring. Safe working procedures.
			Building corbels and offsets. Setting sills, lintels, ornamental stone or terracotta. Bedding, levelling and setting to line. Building buttresses and pilasters. Positioning and setting miscellaneous metal work, building-in mechanical services, conduit. Anchoring roof or wall plate. Placing beam fill. Construction joints: saw-cutting existing structure for copper bellows. Toothing blocks to existing structure.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Interior Block Walls	Laying out work: preparing mortar and adhesives. Bonding into existing work. Filling joints. Block bonding, indents, toothing. Building firestops. Building-in rough bucks or steel frames. Building-in nailing strips, plugs, metal furring clips and reinforcing. Building walls, faced, plumbed both sides. Building-in conduit, miscellaneous metal work. Cutting blocks for interior work. Insulating, fireproofing, sound-proofing walls.
4	Brickwork (As detailed in Schedule 1)	Exterior Walls (Layout) (Building Walls) Miscellaneous Details Interior Walls (Masonry Partition Construction) Paving Brick Decorative Masonry Chimneys Arches Fireplaces	Calculation of material quantities. Laying out exterior wall line. Marking corner points. Squaring corners, establishing wall lines, finished wall height. Preparing mortar. Laying out horizontal coursing in dry bond, openings, intersecting walls, control and expansion joints. Placing base flashings or damp proof course. Building corners or leads. Setting, levelling and plumbing to height. Establishing bond, cutting bricks, maintaining bond pattern. Laying to line. Finishing and pointing joints. Building-in masonry ties, furring clips, reinforcements and accessories, rough bucks, steel frames for openings. Tying-in or bonding intersecting walls. Provision of chases or recesses. Flashing and topping of free-standing walls. Liaison with other trades. Building corbels and offsets. Setting sills, lintels, ornamental stone or terracotta. Bedding, levelling and setting to line. Building buttresses and pilasters. Positioning and setting miscellaneous metal work, building-in mechanical services, conduit. Anchoring roof or wall plate. Placing beam fill. Construction joints: saw-cutting existing structure for copper bellows. Toothing masonry to existing structure. Installing insulation. Cleaning Masonry. Mixing and application of acid or detergent solutions. Repair work. Cutting out defective joints and sections of masonry units. Inspecting work to be repaired. Staging. Removing deteriorated mortar. Placing new masonry units: setting, plumbing, levelling to original bond and pattern. Cutting units to fit. Matching old work. Filling joints and pointing. Caulking materials. Shoring, needling and underpinning. Reinforced Masonry. Placing steel. Laying brick, block or tile. Grouting walls. Laying out work: preparing mortar and adhesives. Bonding into existing work. Filling joints. Block bonding, indents, toothing. Building firestops. Building-in rough bucks or steel frames. Building-in nailing strips, plugs, metal furring clips and reinforcing. Building walls, faced, plumbed both sides. Building-in conduit, miscellaneous metal work. Cutting masonry units for interior work. Insulating, fire-proofing, sound-proofing walls. Laying out work. Building steps, pavements and patios. Foundations, underbed and drainage. Determining grades, rise and tread. Building decorative masonry. Combining different units in one wall. Jointing. Flashing and topping anchoring. Coloured mortar use. Building glass block panels, placing reinforcing and expansion strips, installing louvres and ventilators, jointing and cleaning. Use of reinforcing and expansion strip, weather-seals. Laying out work. Building abutments. Corbelling for fireplace hearth. Installation of miscellaneous ironwork, cleanouts, breechings, thimbles. Building in flue linings. Bedding, jointing. Building withes or midfeathers. Tying or bonding masonry work in chimney. Placing flashings. Constructing offset flues. Corbelling to increase chimney size. Topping out chimney. Setting chimney tops. Building with refractory units. Laying out work. Construction, placing and removal of centres. Determining spring line, cutting skewback. Laying-up arch. Tapering bricks or stone. Use of trammel. Laying out work. Placing ash dump, building fireback and setting damper. Firebrick cutting. Building-in steel fireplace form. Building masonry facing and mantel.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
5	Specialty (As detailed in Schedule 1)	Prefabricated Masonry Panels	Installation of partial brick and stone panels: lining up, nailing and use of adhesives. Finishing joints. Full brick, stone and block panels: setting up jigs. Stripping form jigs. Laying out and building panels into place. Levelling and plumbing. Placing of reinforcing rods, anchor bolts, bracing plates. Welding of plates. Placing grout.
		Stonework	Building walls of random rubble, coursed rubble, field stone, pre-cut and pre-cast stone. Ashlar patterns. Raking joints. Mixing mortar or adhesives. Cutting handling, anchoring and placing stone, bond stones and bond courses, quoins, capping for pier, coping, trim.
		Pre-cast Concrete	Building-in pre-cast lintels, beams, joists and wall units (manufactured or job-site "tilt-up" construction). Hoisting into place. Plumbing and levelling. Tying wall units together with cast-in-place columns or pilasters.
		Insulation	Installation for cavity walls, interior walls, refractory and refrigeration work.
		Refractories	Calculation of refractory and fireclay materials. Preparation of fireclay, refractory cements, adhesives and epoxies. Laying out walls, locating expansion joints, recesses for intersecting walls. Placing insulation. Locating burner cones and baffles. Laying out arches. Locating deadplates and openings.
		Tile and Spectraglaze	Building walls of plain or glazed facing tiles or blocks. Use of power-driven masonry saw. Use of special shapes.

R.R.O. 1980, Reg. 26, Sched. 2.

REGULATION 1046**CEMENT MASON****1. In this Regulation,**

"certified trade" means the trade of cement mason;

"cement mason" means a person who,

- (a) does concrete finishing by hand or with mechanical equipment, including the application of curing and surface treatments,
- (b) does all phases of waterproofing and restoration of concrete,
- (c) does rubbing-up and repairing of hardened concrete surfaces,
- (d) places and finishes epoxy, plastic and other composition materials, and
- (e) finishes and exposes aggregate in pre-cast and architectural concrete. R.R.O. 1980, Reg. 27, s. 1.

2. The trade of cement mason is designated as a certified trade for the purpose of the Act. R.R.O. 1980, Reg. 27, s. 2.

3.—(1) No person shall become an apprentice in the certified trade unless he or she has successfully completed Grade 8 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto.

(2) Despite subsection (1), a person who has,

- (a) graduated in a course for the trade of cement mason offered in the occupational program of a Junior or Special Vocational School; and
- (b) been recommended to the Director by the principal of the school where the person has completed the course for enrolment as an apprentice in the certified trade,

may be registered as an apprentice in that trade. R.R.O. 1980, Reg. 27, s. 3.

4.—(1) An apprentice training program is established for the certified trade and shall consist of three periods of related training and work experience of 2000 hours each,

- (a) at full time educational day classes provided at a College of Applied Arts and Technology in the subjects contained in Schedule 1 or in courses that, in the opinion of the Director, are equivalent thereto; and
- (b) in work experience provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) The total hours of related training and work experience shall be assigned as set out in Schedules 1 and 2. R.R.O. 1980, Reg. 27, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 27, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours or hours in excess of regular daily hours shall be not less than,

- (a) 60 per cent for the first period of related training and work experience;
- (b) 75 per cent for the second period of related training and work experience; and
- (c) 90 per cent for the third period of related training and work experience,

of the average hourly rate of wages or its equivalent for a journeyman employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 27, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four

journeymen employed by that employer in the trade and with whom the apprentice is working; and

- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 27, s. 7.

8. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of regular daily hours of work experience shall be included in computing the hours spent by him or her in related training and work experience. R.R.O. 1980, Reg. 27, s. 8.

9. The Director shall issue a progress record book to an apprentice for the purpose of recording related training and work experience time and the apprentice shall be responsible for the safekeeping of his or her progress record book. R.R.O. 1980, Reg. 27, s. 9.

10. A contract of apprenticeship shall be entered into by every apprentice with the local apprenticeship committee for the trade established under the Act in the area in which his or her apprenticeship originates and the apprentice shall be responsible for preparing the reports of work experience as prescribed in his or her progress record book for submission to the local apprenticeship committee. R.R.O. 1980, Reg. 27, s. 10.

11. The local apprenticeship committee shall be responsible for periodic review of the progress of an apprentice and for ensuring that the apprentice obtains the range of related training and work experience as prescribed by this Regulation. R.R.O. 1980, Reg. 27, s. 11.

12.—(1) Section 9 and subsections 10 (2) and (4) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 27, s. 12.

13. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 27, s. 13.

Schedule 1

CEMENT MASON

Related Training

ITEM	COLUMN 1	COLUMN 2
	Subject	Instruction to be Given
1	Mathematics	Total Hours 636 Arithmetical processes; lines, angles, areas, volumes, fractions, decimals, ratio, proportion, weights and measure, solution of formulas, equations and problems related to cement masonry work.
2	Science	Physical and chemical properties and characteristics of materials, coarse and fine aggregate, cements, plastics, admixtures, mastics, surface hardeners and treatments, joint fillers, waterproofing; fundamentals of quality concrete; sampling, testing and evaluation of test results.
3	Drafting	Blueprint reading, sketching and fundamentals of architectural drawings.
4	Trade Theory	Layout and concrete construction, slab on grade and suspended; walls, roofs, bases, stairs, pavements, sidewalks, curbs, gutters, tanks, waterproofing, pointing and caulking, uses of composition materials and decorative applications. Shotcreting methods, pressure grouting methods. Characteristics, care and use of trade tools and equipment.
5	Industrial Economics	As related to the preparation, application, repair and maintenance; estimating from construction drawings and specifications; job organization and supervision.
6	Safety and Building Code	The <i>Occupational Health and Safety Act</i> , building codes relevant to the trade, safe practices.

R.R.O. 1980, Reg. 27, Sched. 1.

Schedule 2

CEMENT MASON

Work Experience

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
1	<p>CONCRETE FINISHING</p> <p>Job Layout and Planning</p> <p>Mixing, Placing, Curing and Protecting</p> <p>Finishing Concrete</p> <p>Safety Requirements</p>	<p>Total Hours 1750</p> <p>Checking granular base. Checking formwork. Checking or setting of formwork, screeds, bulkheads. Checking location of steel reinforcing and mesh. Checking location of fastening devices. Preparation of concrete base to receive mono or separate toppings. Checking levels, heating facilities and temporary lighting. Ordering materials. Evaluating mix specifications. Mixing concrete. Placing concrete. Mixing and application of coloured hardeners. Mixing and application of metallic and non-metallic surface hardeners. Application of curing and sealing compounds. Placing and finishing concrete base. Sampling and testing of concrete for quality control. Hand finishing using straight edge, darby, hand float, hand trowel. Edging and jointing. Power floating. Power trowelling. Power screeding. Power chipping and grinding. Sand blasting. Acid etching. Exposed aggregate finishing. Texturing and patterning exposed concrete with various form lining materials. Broom, burlap and belt finishing using portable and mobile power grinder. Using portable and mobile saws for cutting concrete. Using scarifying machines. Using power operated routers. Making construction and expansion joints. Maintenance of equipment. <i>The Occupational Health and Safety Act</i> Safe practices of the trade.</p>
2	<p>WATERPROOFING, DAMP-PROOFING AND RESTORATION</p> <p>Preparation</p> <p>Application</p> <p>Safety Requirements</p>	<p>Total Hours 1214</p> <p>Removal of wires, wall ties, bolts and foreign material, lime, form oils from concrete walls and floors. Tracing sources of leakage. Preparation and application of hot plugs. Temporary form work, screeds and scaffolding. Removal of toppings and mortars on floors, walls or other surfaces and scarifying to receive new materials. Removal and reinstallation of bleed and drain system for waterproofing purposes. Preparation of walls, floors and other surfaces. Routing and raking of joints to receive grouting or pointing materials. Preparation of waterproofing material: Membrane materials. Metallic waterproofing. Topping materials. Asphalt and other bituminous coatings, hot or cold, including reinforcing membrane and protective surface coatings. Clear and opaque weatherproofing and water repellent material on concrete or masonry. Waterproofing and weatherproofing material by hand, pneumatic or mechanical means. Use of hot and cold joint sealants. Care and use of shotcreting methods and equipment. Care and use of pressure grouting methods and equipment. <i>The Occupational Health and Safety Act</i> Safe practices of the trade.</p>
3	<p>RUBBING-UP</p> <p>Job Planning</p> <p>Installation of Scaffolding</p> <p>Field Practices</p> <p>Safety Requirements</p>	<p>Total Hours 1350</p> <p>Examination of surfaces. Ordering and selection of materials. Hanging scaffolding. Sheave blocks and tackle. Barricades. Rigid scaffolding. Mixing of cement mortar. Preparation of surfaces to receive cement-base materials including removal of form ties, nails and wires. Chipping, cleaning of foreign materials. Patching, pointing and caulking. Grinding. Brushing. Rubbing. Bush hammering. Power chipping and grinding. Sand blasting. Acid etching. Grouting and dry packing. Patching exposed aggregate surfaces. Curing and washing. Care and use of shotcreting methods and equipment. Care and use of pressure grouting methods and equipment. <i>The Occupational Health and Safety Act</i> Safe practices of the trade.</p>
4	<p>ARCHITECTURAL PRECAST AND CAST IN SITU CONCRETE</p> <p>Preparation and Finishing</p>	<p>Total Hours 350</p> <p>Selection of materials. Screeding and finishing. Broadcasting of decorative chips in exposed concrete. Application and stripping of surface retardants. Bush hammering. Acid etching. Repairing of damaged precast concrete components.</p>

ITEM	COLUMN 1	COLUMN 2
	Subject	Work Instruction and Experience
	Installation Safety Requirements	Cleaning and trimming. Mixing grouting materials. Placing precast sections. Grouting. Pointing. Caulking. Cleaning. <i>The Occupational Health and Safety Act</i> Safety practices of the trade.
5	COMPOSITION MATERIALS Job Planning Preparation Application Safety Requirements	Total hours 700 Examination of surfaces. Ordering of materials. Establishing areas, lines and levels. Masking and protection. Preparation of existing or new surfaces to receive materials. Heating of materials. Mixing hot asphalt. Screeding and trowelling. Hot asphalt. Cold mastic. Magnesium oxychloride flooring. Plastic flooring, polyester, epoxy, polyurethane and rubber based. Finishing of hot asphalt, cold mastic and composition materials. <i>The Occupational Health and Safety Act</i> Safety practices of the trade.

R.R.O. 1980, Reg. 27, Sched. 2.

REGULATION 1047**CONSTRUCTION BOILERMAKER****1. In this Regulation,**

“certified trade” means the trade of construction boilermaker;

“training profile” means the training curriculum approved by the Director for the certified trade, including the units of study required for in-school and work experience training. R.R.O. 1980, Reg. 28, s. 1.

2. The trade of construction boilermaker is designated as a certified trade for the purpose of the Act. R.R.O. 1980, Reg. 28, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 1,650 hours for each period,

- (a) at full-time educational day classes provided at a college of applied arts and technology in the units of study contained in the training profile or in a program, that in the opinion of the Director, is equivalent thereto; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in the training profile. R.R.O. 1980, Reg. 28, s. 3.

4. The examination for an apprentice in the certified trade shall be based on the units of study contained in the training profile. R.R.O. 1980, Reg. 28, s. 4.

5. Every apprentice in the certified trade shall be in good physical health and shall provide medical proof thereof. R.R.O. 1980, Reg. 28, s. 5.

6. No apprentice shall be permitted to engage in the certified trade unless he or she is capable of climbing to and manoeuvring at heights commonly experienced in the certified trade. R.R.O. 1980, Reg. 28, s. 6.

7. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of regular daily hours of practical work experience training up to the maximum of sixty hours per week shall be included in computing the hours spent in related and work experience training. R.R.O. 1980, Reg. 28, s. 7.

8. The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the time spent by the apprentice in respect of related training and work experience and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. R.R.O. 1980, Reg. 28, s. 8.

9. The rate of wages for an apprentice in the certified trade, whether for regular daily hours or for hours in excess of regular daily hours, shall be not less than,

- (a) 60 per cent during the first 1,650 hours of related training and work experience training;
- (b) 70 per cent during the second 1,650 hours of related training and work experience training;
- (c) 80 per cent during the third 1,650 hours of related training and work experience training; and
- (d) 90 per cent during the fourth 1,650 hours of related training and work experience training,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the certified trade. R.R.O. 1980, Reg. 28, s. 9.

10. Subject to section 11, the number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 28, s. 10.

11. Despite section 10, on the recommendation of the Provincial Advisory Committee or the local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be

employed by an employer in the certified trade. R.R.O. 1980, Reg. 28, s. 11.

12.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 28, s. 12.

13.—(1) Where an applicant for a certificate of qualification, who is not the holder of a certificate of apprenticeship in the trade, supplies evidence satisfactory to the Director of having been continuously engaged in the trade as a journeyman in Ontario or elsewhere for a period of two years in excess of the apprenticeship period for the trade, the Director shall permit the applicant to write an examination for a certificate of qualification.

(2) Where an applicant for a certificate of qualification referred to in subsection (1) passes such examination as is prescribed by the Director, the Director, upon payment of the prescribed fee, shall issue the applicant a certificate of qualification.

(3) The examination prescribed by the Director in subsection (2) for a certificate of qualification in the certified trade shall be based on the units of study contained in the training profile. R.R.O. 1980, Reg. 28, s. 13.

REGULATION 1048

CONSTRUCTION MILLWRIGHT

1. In this Regulation "certified trade" means the trade of construction millwright. R.R.O. 1980, Reg. 29, s. 1.

2. The trade of construction millwright is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 29, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2000 hours per period,

(a) at full time educational day classes provided at a College of Applied Arts and Technology in the subjects contained in Schedule 1 or in courses that, in the opinion of the Director, are equivalent thereto; and

(b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 29, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 29, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regu-

lations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular daily hours of work experience training shall be included in computing the hours spent in work experience training. R.R.O. 1980, Reg. 29, s. 5.

6. The rate of wages for an apprentice in the certified trade, whether for regular daily hours of work or for hours of work in excess of regular daily hours of work shall not be less than,

- (a) 60 per cent during the first period;
- (b) 70 per cent during the second period;
- (c) 80 per cent during the third period; and
- (d) 90 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 29, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 29, s. 7.

8. The Director shall issue a progress record book to an apprentice for the purpose of recording his or her related training and work experience training time and the apprentice shall be responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 29, s. 8.

9. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within that trade which, in the opinion of the Director, is equivalent to work experience training described in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 29, s. 9.

10.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 29, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 29, s. 11.

Schedule 1

CONSTRUCTION MILLWRIGHT

Related Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system; conversion methods. Weights and measures. Ratio and proportion. Percentage, discounts, simple interest. Areas, volumes, linear, angular mensuration. Square root. Scale conversion. Algebra fundamentals; simple equations, formulae, shop calculations. Trigonometry; right angled and oblique triangles, formulae, shop calculations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
2	Science (Trade Related)	Physics	Force; principle of moments, triangle of forces, graphic representation. Strength of materials; stress and strain, factor of safety. Young's modulus of elasticity. Basic electricity; amperes, voltage, resistance, Ohm's Law. Electron flow. Electromagnetism. Series and parallel circuits. Voltage drop. Conductors and insulators. Heat; temperature scales, quantity, heat effects. Properties of materials; basic metallurgy, ferrous and non-ferrous metals, heat treatment. Principle of machines; mechanical advantage, efficiency, velocity ratio, lever, wheel and circle, inclined plane, screw jack; gear, belt and chain drives. Friction; laws, effects, co-efficients. Work; energy and power, units, horsepower calculations.
3	English	Usage and Business Communication	Reading comprehension. Trade terminology, usage. Sentence, paragraph structure. Letter, report writing. Work and parts orders. Interpretation and use of manufacturer's manuals and job specifications. Oral communication.
4	Drafting and Blueprint Reading	Basic Drafting and Interpretation	Use of lines, views, projections, sections, developments, dimensions, lettering, material symbols. Threads and fasteners. Fits and tolerances. Surface finish. Material specifications, structural steel shapes. Piping and welding drawings and symbols. Preparation of elementary trade related working drawings, dimensioned sketches. Reading and interpretation of machine drawings, floor plans and elevations, specifications, material estimates.
5	Trade Practice General	Safety Hand Tools Portable Power Tools	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; location, use and maintenance of fire-fighting equipment. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . Handling and storage of flammable liquids, gases, materials. Static electricity hazards. Sparkproof tool use. Safe use of lifting and hoisting equipment, pneumatic and electric tools, welding equipment. Tank interior and access hole work precautions. Warning and tagging procedures. Dermatitis protection. Good housekeeping. Selection, care and use of hammers, screwdrivers, files, chisels, scrapers, wrenches, sockets and attachments, torque wrenches, pipe wrenches, pliers, drifts, vises, clamps. Hand shears and snips. Hand drills and braces, drill bits, reamers, broaches, stocks and dies, taps. Hacksaws, jewellers saws, coping saws. Wood saws; cross-cut, rip and coping. Metal stamps. Care and use of air/electric drills, impact tools, circular and sabre saws, shears, nibblers, grinders.
6	Trade Practice Measuring Devices	External Measurement (Rules) (Outside Calipers) (Micrometers) (Vernier Tools) Internal Measurement (Inside Calipers) (Depth Gauges) (Gauge Blocks) Angular Measurement Comparative Measurement (Squares) (Dial Indicators) (Gauge Blocks) (Straight edges)	Types and usage; flexible, spring tempered, folding, tape, hook, shrinkage, keyseat. Fractional, decimal, metric calibrations. Spring, thread, firm-joint, lock-joint, transfer. Dimension transfer to micrometers, verniers, inside calipers. Outside micrometers; checking and adjustment procedures. Measurement over rollers, balls, pins. Calipers, depth gauges, gear-tooth verniers, bevel protractors, inclinometers, height gauges. Checking, adjusting for accuracy. Types and usage; spring, firm-joint, lock-joint, transfer. Small hole and telescopic gauges. Inside calipers, vernier calipers, inside micrometers. Micrometers, verniers, rule-type gauges. Types and use for slot and groove measurement. Feeler gauge use. Types and use of protractors, sine bars, angle gauges, bevels, inclinometers, optical instruments. Types and usage; try-square, combination, block, cylinder and optical. Checking methods. Types and usage. Accuracy checking methods. Types and use. Accuracy standards. Use of clamps, scribes, caliper ends. Checking procedures for internal and external dimensions, hole centers, micrometers. Types and usage; fish-back, knife, dovetail, square, vee, combination. Use with feeler gauges, gauge blocks, dial indicators, surface plates, vee blocks, levels. Checking flat surfaces using marking, light, feeler gauges, dial indicators.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Optical Instruments)	Types and applications; toolmaker's microscope, auto-collimator, alignment telescope. Use with precision flats, mirrors, optical squares, targets. Optical measurement principles.
		(Alignment of Surfaces)	Alignment purpose; static, moving. Checking alignment of parallel surfaces, right angles; adjacent surfaces, flats and vees; rotating components, spindles; bores. Effect on alignment of temperature, load, wear, vibration, foundation settling, distortion of castings.
7	Trade Practice Layout	Layout Tables	Types and use of mounting clamps, vises, angle plates, magnetic clamps. Work clamping procedures for rigidity, accuracy, finished surfaces. Avoiding distortion and slippage.
		Surface Preparation	Layout fluids and coatings for machined, non-ferrous and non-metallic surfaces. Application by brush, dip, spray, flooding. Coating removal methods. Hazards of acid use.
		Layout Techniques (Straight Lines)	Methods and drawing interpretation for location, accuracy, machining, operation sequence.
		(Angular Lines)	Methods to ensure accuracy. Checking by indicating, projection, comparison. Complementary and compound angles.
		(Circular Layout)	Types and use of dividers and trammels. Establishing center points. Enscribing arcs from holes; use of ball centers, false center plates. Transferring layouts from drawings, other layouts, components. Subdividing arcs, circles; dividing head use.
		(Hole Location)	Drawing interpretation for location, hole dimensions, accuracy. Locating and scribing hole center points. Use of co-ordinates and projections.
		(Keyways, Slots, Grooves)	Drawing interpretation for location, accuracy, dimensions, shape. Laying out keyways; use of key seat rules, vee blocks, surface gauges, center square. Laying out tee slots, internal slots and grooves, angular grooves and slots, annular grooves, recesses, shoulders.
8	Power Tools	Cutting Oils	Types and properties of cutting oils and soluble emulsions. Use for cooling, lubrication, flushing chips, rust protection.
		Power Saws	Types, care and use of reciprocating, circular and band saws for material cut-off. Blade selection factors, mounting methods. Tooth direction, tension, bandsaw guide settings. Circular saw peripheral accuracy.
		(Contour Sawing)	Use of regular metal, wood and friction cutting bandsaws. Blade selection factors.
		Power Shears	Types, capacities, care and use of squaring, plate, roll and combination shears.
		Drill Press	Types, care and use of sensitive, bench, pillar, column, radial, multi-unit and multi-spindle drills. Chucks, collets and taper shanks. Use of tapping heads, floating holders, stud-drivers, quick-release chucks and torque-limiters (tapping). Techniques for drilling, countersinking, spot-facing and counterboring. Reaming. Trepanning. Honing, lapping and polishing. Grinding drill bits.
		Lathes	Types, care and use of bench, engine, toolroom, turret, capstan, automatic, polishing, woodworking lathes. Work holding devices; chucks, collets, face-plates, centers, mandrels. Accessories; cutting tools, tool holders, tool posts, steady rests, follower rests, driving dogs and carriers. Carrier plates, carriage stops. Cutting tool grinding. Techniques for turning, facing, boring, drilling and reaming, threading, filing and scraping, polishing, burnishing, lapping, knurling, keyway cutting, spring winding.
		Grinders	Types, care and use of portable, pedestal, bench, belt and surface grinders. Abrasives, grades, speeds. Wheel and belt guards. Work holding devices. Work rests (off-hand work), wheel dressing and balancing equipment. Coolant supply. Dust extractors.
		(Off Hand Work)	Use of bench and pedestal grinders, portable (heavy duty, right angle, pencil, precision) and belt (vertical, horizontal, combination) types.
		(Surface Grinding)	Types, care and use of reciprocating surface grinders. Work-holding devices, magnetic chucks, sine chucks, vises and clamps.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Milling Machines	Types, care and use of horizontal, vertical, universal, production milling machines. Work holding devices; vises (plain, swivel, universal), chucks, angle plates, clamps and hold downs. Accessories; arbors, indexing heads, rotary tables, auxiliary heads (angle and universal milling, slotting attachments). Cutters; plain, slab, inserted tooth, shell, end mills, keyway cutters.
		Shapers and Slotters	Types, care and use. Work holding devices. Indexing tables and heads. Cutting tools and holders.
9	Fabrication Material Preparation	Selection	Interpretation of drawings and specifications; fabrication type, construction methods, material types and quantities. Use of metal warehouse stock lists and handbooks; common structural shapes, plate and sheet, bar stock. Available sections, sizes and finishes.
		Cutting Operations	Stock section, size, dimensions, pieces required and cutting tolerances. Jig and fixture use for duplicate pieces. Methods and equipment for shearing, sawing, abrasive cutting, scoring and snapping. Dressing raw edges by filing, grinding, chipping, tumbling.
		Cleaning and Finishing	Surface preparation by pickling, sand or shot blasting, wire brushing and scraping, grinding or sanding; use of scaling tools.
10	Fabrication Forming and Bending Procedures	Sheet Metal	Types, care and use of apron, press, box and pan brakes. Straight and tapered rolls. Universal forming machines.
		Bar-stock, Plate and Structural Shapes	Types, care and use of forming and bending equipment, tools and accessories. Cold working techniques for short, long and reverse bends, angles, radii, offsets, hooks and eyes. Springback allowances. Hot working techniques; correct temperature, overheating effects, localizing heat. Temperature indicating pencils.
		Tubing and Hollow Sections	Types, care and use of hand and power tube bending tools and equipment. Bending procedures. Filling with sand, lead and resin. Use of spring and stationary mandrels. Bend centers.
		Heat Treatment	Purpose and procedures for heating and quenching, hardening tool steel, tempering, case-hardening, annealing normalizing, stress-relieving.
		Hardness Testing	Purpose, care and use of Rockwell, Brinell, Scleroscope, Vickers and portable hardness testers.
		Non-Destructive Testing	Use of magnetic particle, fluorescent, ultrasonic, dye penetrant methods. Hydrostatic testing. Radiography.
11	Fabrication Erection Procedures	Handling and Positioning	Types, care and safe use of cranes, chain and rope blocks, lift-trucks, dollies, rollers and trucks, slings and grab hooks. Holding work during assembly, alignment, welding and drilling. Use of clamps, angle plates, magnetic blocks, positioning tables, tack welds, temporary bolts and screws. Aligning components with squares, straight-edges, precision levels, feeler gauges and optical instruments; use of wedges, shims and packing blocks.
		Welding and Brazing	Types and use of welding and brazing rods, electrodes and fluxes. Set-up, operation and maintenance of arc, oxy-acetylene and resistance welding equipment. Flame cutting, welding and brazing. Joint preparation. All-position welding techniques. Distortion prevention and correction.
		Soldering	Soft soldering techniques and uses; solder alloys, fluxes. Types and use of gas torches, soldering bits, heated baths and muffles. Hard soldering techniques and uses; solder alloys, fluxes.
		Fastening	Installation tools and procedures for threaded fasteners; bolts and nuts, cap screws, machine screws, set screws, studs and self-tapping screws. Plain and lock washers. Rivets, pins (plain, roll and tapered), circlips, springs, keys (feather, gib and woodruff) explosive fasteners (pins and studs).
		Adhesives	Types, characteristics and uses; glues, cements, resins and plastics (thermosetting, thermoplastic). Bonding and cementing metal to metal, metal to rubber, metal to plastics and ceramics.
12	Bearings	Plain Types (Selection)	Purpose, types, characteristics and uses. Plain and flanged bushings; thrust, pre-lubricated (impregnated). Adjustable; half bearings with caps, split tapered sleeve, tapered bore, segmental, self-adjusting (spring and hydraulic). Bearing Materials. Lubrication methods. Locating bearings with lock screws, bolted flange, keys, dowels or plugs, wedges, locknuts, bonding agents.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Fitting and Adjusting)	Procedure for boring, reaming, scraping, filing. Oil-grooving purpose; chiselling, filing, scraping and machining methods. Bearing adjustment purpose, procedures, fits and clearances.
		Anti-Friction Types (Selection)	Purpose, principles and applications. Construction; inner and outer races, rolling member, axial races (thrust). Cartridge bearing types, features and applications. Pillow block, flanged, block, cylindrical. Self-aligning ball, spherical roller and spherical housing types.
		(Inspection)	Diagnosing common operating symptoms. Bearing cleaning methods.
		Bearing Installation and Removal (Plain and Anti-Friction)	Supporting bearings, shafts, collars and gears. Types and use of arbor press, forcing press, portable screw and hydraulic jacking and pulling devices, impact tools, hammers and drifts. Use of heat and refrigeration, lubricants and anti-galling compounds.
13	Seals	Static Seals	Types, characteristics, applications. Sheet and moulded gaskets, ropes, tapes, rings. Gasket and ring materials. Cut, folded, laminated, reinforced types. Use of O, D, X, square, internal vee rings as static seals. Seal selection and installation procedures.
		Dynamic (Sliding Seals)	Types, characteristics, applications. Braided, moulded, O, T, X rings, plastic compounds. Moulded packings; chevron, U and V cup, flange, special patented shapes. Selection and installation procedures.
		Rotary Seals	Types, characteristics, purpose. Braided or woven, lip type oil and grease seals, moulded, mechanical, O rings. Selection and installation procedures for pump shafts, shaft extensions from gear cases, valve stems, rotary actuators, turbines and motors.
14	Shafting and Couplings	Shafting	Types and applications. Rigid, hollow, flexible, non-metallic. Checking straightness with dial indicators, feeler gauges, precision levels, V blocks, optical instruments.
		(Installation)	Alignment methods using dial indicators, taut wire lines, levels, optical instruments. Installation by fitting into bearings, through housings, vertical shafting.
		(Repairs)	Surface cleaning by turning, grinding, polishing, filing, shot or sandblasting. Building up worn shafts by welding, metallizing, plating, sleeving, knurling. Straightening shafts by pressing and jacking, weld build-up and turning, rotary straighteners.
		Couplings	Purpose and use of solid, flexible, universal, friction, compression, magnetic, fluid type couplings.
		(Installation)	Positioning on shafts with hand or power presses, jacks, hydraulic injection. Aligning keyways. Locating components with set screws, cotters, taper pins. Heating and cooling assembly techniques. Aligning couplings with dial indicators, straight edges, feeler gauges, calipers, wedges.
		(Removal)	Use of hand or power presses, gear pullers, strong backs, hydraulic ejection. Use of heat or cooling, penetrating oils.
		Splines and Keyways	Purpose and use of straight, involute, shallow, intermediate or deep splines. Fitting by grinding, scraping, lapping, filing, polishing techniques. Purpose and use of keys; straight (single and double), taper, woodruff, gib, sliding, tangential types. Fitting and installing by machining, chipping, filing, grinding. Removing keys by drilling and tapping, jack screws, gibs and wedges, drifts.
15	Clutches	General	Types and purposes; friction, mechanical, fluid, magnetic, over-running clutches. Methods of mounting on shafts and holding in position. Types of operating devices. Mountings. Balancing requirements.
16	Drives	V-Belt Drives	Types, sizes and purpose of drives and single and multi-groove sheaves. Locating, aligning and fastening sheaves with keys and keyways, taper hubs, set screws. V-belt types, care, applications and installation. Tensioning methods. Checking drives for wear, incorrect tension, efficiency. Removing sheaves with pullers.
		Flat Belt Drives	Types and purpose. Flat and crowned face, compound, cone type pulleys. Mounting and aligning; straight and right angle drives. Belt types and installation; joining by endless splice, lacing, fasteners. Care and tensioning methods.
		Special Belt Drives	Types, purpose and installation; high capacity, multiple, adjustable length V-belts. Variable speed drive belts, elastic tension flat belts, timing belts.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Chain Drives	Types and purpose. Single and multiple sprockets; standard hub designations, mounting and locating, fastening, aligning procedures. Chain types, care and applications. Roller and silent chain, conveyor chains. Roller chain components; split and solid rollers, rivetted, cotter pin, coupling links, standard attachments. Chain installing procedure; tension on vertical drives. Servicing procedures; checking chain wear, tension. Sprocket wear, alignment. Removing sprockets, repairing broken chains.
		Friction Drives	Types and purpose of spur, bevel, wedge faced, grooved friction drives. Locating, fastening, aligning wheels. Wheel contact methods in eccentric and screw thread engagement boxes.
		Gear Drives	Gear types and purpose; spur; worm, helical, bevel, internal, spiral, hypoid. Gear trains; gear and pinion, worm and pinion, rack and pinion, epicyclic (planetary), differential. Gear drive installation methods. Locating, fastening, aligning gears. Servicing and checking for gear wear, backlash, alignment. Gear removal methods.
		(Speed Reducers)	Types, purpose and characteristics; worm, helical, spiral gear, single and multiple reduction. Assembly types and purpose; parallel shaft, right angle shaft (intersecting and non-intersecting) horizontal and vertical output, gear-motor, torque arm. Installation and servicing procedures.
17	Mechanisms	Levers	Simple lever types and uses; first, second and third class, straight and bent lever. Applications of levers for slider crank mechanisms, drag link, crank and rocker. Sliding, swinging and turning blocks. Whitworth quick return, toggle joint, others. Installing, joining, fastening levers. Servicing and checking for wear, incorrect adjustment, backlash.
		Cams	Types and purpose. Radial; tangential, face, constant diameter, mushroom, toe and wiper. Cylindrical; solid cylinder, end and barrel cams, thrust bearings. Cam motion types and applications; uniform velocity and acceleration, harmonic, dwells. Reciprocating and oscillating follower motions; flat face, straight and tapered roller followers.
		(Installation and Maintenance)	Locating and fastening cams. Aligning with followers. Correct rotation. Checking for cam wear, speed, follower pressure, backlash. Cam and follower removal methods.
		Power Screws	Types, purpose and applications; simple, compound, differential, single and multiple start, right and left hand square, acme and buttress threads. Thrust bearing importance. Installation procedures; alignment, backlash adjustment. Maintenance procedures. Checking alignment, screw, nut and bearing wear. Split nut use.
		Mechanical Springs	Types, purpose and applications. Helical springs (compression, extension, torsion). Cone, double cone and keg springs. Volute springs. Spiral, clock or power springs. Leaf springs (elliptical types). Disc (Belleville) and ring springs. Spring installation methods. Use of compressing and stretching tools.
18	Hydraulics	Pumps	Types, operation and applications; centrifugal, reciprocating, positive displacement, gear, screw, lobe, diaphragm, steam injector, jet, self-priming, air lift. Types of drives. Installation procedures; foundation types, grouting methods, shims, alignment. Starting and operating; rotation, priming. Maintenance; correcting non-delivery, insufficient capacity, vibration, heating up, noise.
		Hydro-Pneumatic Accumulators	Types, purpose and applications; diaphragm, bag or bladder, single and double shell piston, air bottle. Use as power storage chamber, system pressure compensator, fluid dispenser, transfer barrier, shock and vibration absorber. Installation and maintenance; regular charging importance, relieving pressure before disassembly. Bladder, diaphragm, O ring and valve replacement.
		Valves and Controls (Directional Control)	Types and purpose; 2, 3, 4 way, special porting, 5 and 6 way. Construction and applications of spool, packed plunger, rotary, ball, poppet, sliding plate, check (ball, cone, poppet and swing) types.
		(Pressure Control)	Types and purpose; relief, pressure reducing, sequence, counterbalancing, unloading, refill and combination.
		(Flow Control)	Type and purpose; needle or restrictor fixed and variable flow pressure compensated, deceleration.
		(Servo Valves)	Types and applications; flapper nozzle, jet nozzle, spool, combinations.
		(Valve Actuating Methods)	Manual, mechanical. Hydraulic and pneumatic pilots. Solenoid and solenoid pilots.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Installing Valves and Controls)	Installation by threaded valve parts, flanged connections or ground surfaces for subplate, panel or manifold mounting.
		Valve Installation (General)	Valve types, care and applications; gate, globe, plug, bell, diaphragm, needle, butterfly. Flow direction. Component construction features. Operator types and uses; manual, diaphragm, air motor, hydraulic or pneumatic piston, electric motor operated valve control. Valve connection types and uses; flanged, screwed, butt and socket welded. Gasket installation. Valve maintenance; correcting malfunctions due to dirt, wire drawing, mechanical wear, pitting, corrosion, erosion.
		(Control Devices)	Types and function of limit controls; electric, hydraulic, pneumatic. Lever, cam, roller actuators. Pressure switch types, functions, accuracy limits; bellows (or diaphragm), piston, bourdon tube. Pneumatic recorders and controllers; on-off, proportional, reset, rate. Installation, checking and adjustment procedures. Types and characteristics of electrical control devices; relays, timers, transformers, fuses, push buttons, rheostats, breakers, photoelectric cells.
		Piping	Pipe and tube cutting, threading and bending. Piping and hose installation and joining by flanges, threads and couplings, compression and flared tube connections, bell and spigot joints, clamps. Welding, brazing and soldering.
		Reservoirs	Types, purpose and construction features. Locating and mounting; integral with machine, or separate. Accessibility for filling, periodic cleaning and draining.
		Filters	Types, purpose and applications; metal screen, magnetic, adsorbent, absorbent. Construction and filter materials. Filter locating and mounting for accessibility. Use of by-pass or dual filters. Filter cleaning factors.
		Heat Exchangers	Types, purpose and characteristics; water to oil (shell and tube, plate, inner fin), air to oil. Locating and mounting; integral with machine, central system. Accessibility for cleaning and repairs. Cleaning methods.
		Hydraulic Cylinders	Types and characteristics; single and double ended, single and double acting, telescoping, special types. Installation of foot, flange, rabbet, center line, clevis and trunnion mounted types. Packings and seals. Purpose and use of cushions; adjustable, non-adjustable, one or both ends. Cylinder dismantling and re-assembly, replacing packings and rings.
		Rotary Actuators	Types and applications; single or multiple vane, helix, rack. Installation of flange, foot and end mounting types.
		Hydraulic Motors	Types and applications; gear (spur, helical, internal), vane, piston (radial, axial). Installation and mounting methods.
		Boosters (Intensifiers)	Types, purpose and applications; single stroke, reciprocating. Use for air to oil and oil to oil pressure increase. Installation methods; integral with machine, separate.
19	Pneumatics	Compressors	Types and purpose; vertical or horizontal, radial, single and two stage, vane or piston, dry wall, air or water cooled, turbo. Installation and mounting. Auxiliary equipment. Foundation requirements; locating anchor bolts, grouting, concrete setting time. Drive alignment. Packing and gasket types and uses. Pre-start up inspection; scale and dirt removal from pipes. Cooling water, rotation, lubrication. Maintenance; correcting overheating, vibration, low or high pressure. Routine interval inspections for packing adjustments, lost motion (pins and bearings), air valve carbon deposits, crankcase oil level, oil changes, safety valves.
		(Air Receivers)	Types, purpose and applications; horizontal, vertical. Use for pressure fluctuation reduction, moisture removal. Installation factors; close proximity to compressor, safety valve importance, drainage piping. Maintenance procedures.
		(Air Intake Filters)	Types and applications; dry (throw away, cleanable elements), oil bath, oil wetted. Installation factors; cool air, protection from elements and industrial contaminants, accessibility. Cleaning and replacement methods.
		Valves and Controls	Types, purpose and applications; pneumatic directional pressure and flow control valves. Pneumatic control pressure switches, limit controls. Pressure, vacuum and combination gauges. Installation procedures. Pneumatic recorder and controller types, purpose and applications; on-off, proportional, reset, rate. Use for liquid level, pressure, vacuum, flow, temperature, humidity. Mounting, connecting and adjusting procedures.
		Piping	Inspection and maintenance; leak checking methods. Oil, moisture and dirt removal methods; use of separator, felt filter, combination condenser and filter, desiccant filter (automatic and manual).

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Air Cylinders	Types, purpose and applications; single and double ended, single and double acting, telescoping, special types. Packings and seals. Installation of foot, flange, rabbet, center line, clevis and trunnion mounted cylinders. Correct alignment. Maintenance procedures; dismantling and reassembling cylinders, replacing packings, seals and rings.
		Air Motors	Types, purpose and applications; vane, lobe, axial and radial piston, turbine. Installation of flange, foot and threaded body types. Inspecting and replacing packings.
		Rotary Actuators	Types and applications; single or multiple vane, helix, rack. Installation of flange, foot and end mounting types.
		Miscellaneous Devices (Portable Air Tools)	Types and applications; rotating (drills, grinders, screwdrivers, wrenches), percussion (chipping hammers, scalers), paint spray equipment. Servicing procedures.
		(Air Line Controls)	Types and purpose of filter-lubricator-regulator assemblies. Installation and servicing. Routine inspections for drain or change filter, lubrication, pressure.
		Fans and Blowers	Types and applications; ventilation, material handling, induced and forced draft. Fan and drive types. Mounting and installing on standard concrete or wood base, spring or shock absorbing mount, integral with ductwork. Fan and drive alignment. Maintenance procedures; effects and correction of misalignment, bent shaft, unbalance, loose anchor bolts, weak or inadequate foundation, rotor loose on shaft, loose bearing bolts, other vibration sources.
20	Lubrication	Lubricating Oils	Types and purpose; circulating, gear, machine or engine, spindle, steam cylinder oils, wire rope lubricant. Heat transfer. Oiling device types and applications; hand oil cans, oilers (sight feed, syphon wick, bottom feed, pad, bottle, ring, chain, collar), hand and power force feed, oil mist, bath, splash, gravity and pressure circulating, automatic metered.
		Greases	Types, purpose, classifications; soap thickened petroleum oil, synthetic. Selection factors. Types and application of grease cups and fittings, hand and automatic hydraulic pressure guns, centralized greasing systems (single, dual line).
		Inspection and Maintenance	Routine checks; oil level and temperature, operation of oiling and centralized greasing systems, machine operation. Filter cleaning or replacement. Repairing grease pumps and fittings.
21	Foundation	Layout	Drawing and specification interpretation for; location, service requirements (air, power, water, drains, ventilation), space requirements, foundation details and types; concrete (plain, reinforced), steel, wood. Foundation layout and locating procedures; excavation, formwork, levels, anchors. Datum line use for offsets, levels, base lines. Formwork and bracing allowances. Draining excavations.
		Anchors	Types, purpose and selection; solid, sleeve, through, cinch, leaded. Protection during machine installation. Drawing interpretation for location, position tolerances, level. Use of layout tools, wood and steel templates. Isolation joint allowances for springs, felt or cork pads, wood blocking. Anchor installation procedures; drilling holes in concrete or masonry, steel, wood. Stud gun use precautions.
		Levelling	Drawing interpretation for foundation level and relationship to external benchmark, grout allowances. Types, purpose, care and use of precision and surveyor's levels, straightedges, tapes, optical instruments. Setting-up and sighting procedures. Making and using simple liquid levels. Installation of levelling pads. Anchor projection above base.
22	Rigging	Hoists (Selection)	Types, applications, care and use of hand operated hoists; rope blocks, gear, link and roller chain. Electric and pneumatic powered hoists. Safety hook types; swing, spring loaded, counterweighted tongue. Hoist capacities, lift height. Rope, chain, cable strengths; handbook use.
		(Hanging Hoists)	Support member strengths; professional advice. Additional supporting methods. Tripods and A frames. Hanging hoists by slings, scissors clamps. Preventing unhooking. Pre-operation inspection.
		(Lifting and Pulling)	Load weight estimating. Load balance center. Moving techniques; drifting (2 or more hoists), balancing (auxiliary hoist), on inclined planes. Handling long equipment; upending, laying down. Loading on and off railroad cars, platform trailers, ramps. Use of winches and snatch blocks. Hand signals. Regular hoist inspection and maintenance; effects of improper operation.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Slings, Ropes and Attachments	Types, care and use; rope, cable, chain (plain, monel, stainless) slings. Thimbles, clamps, shackles, spreader and equalizer bars, special lifting devices. Manufacturers specifications for sling member angles and safe loads. Rope, cable, chain, shackle strengths. Cable clamp clamping strengths. Splice types and strengths; long, short, end-to-end, thimble. Installing, positioning, lashing and slings for balanced and unbalanced loads. Results of sharp bends and kinks. Equipment and hand protection. Joining cables with clamps. Knot tying methods; slack take-up and stretch allowances.
		(Sling and Rope Maintenance)	Manufacturers specifications and procedures for testing, heat treating (chains), inspection, replacement. Storage methods; results of dampness, corrosive conditions.
		Jacks	Types, care and use; ratchet, screw, hydraulic. Heavy equipment moving techniques; solid footing, jack positioning and support, blocking up, preventing equipment damage. Angle jacking, blocking and shimming. Correct jack bar length.
		(Maintenance)	Regular inspections. Proper lubrication. Types of lubricants and hydraulic oils. Hydraulic jacks; types and care of valves, hoses and fittings. Replacing oil seals. Purging air from system. Mechanical jacks; maintenance of screws, ratchet teeth, pawls, pins and keys, caps and toes.
		Rollers	Types, care and use; wood, steel (solid, hollow pipe), special roller units. Skids and skid plates; lubricants. Controlling loads on slopes. Changing direction. Floor and equipment protection; roller size and spacing, runner types. Safety precautions.
		Scaffolds	Types, care and use; ladders and planking. Platform scaffolds; single and multiple plank (wood, metal), rigid platform, ladder and plank. Hanging scaffolds; single rope support, needle beams, rope blocks. Swing limiting methods. Types, sizes, care and use of standard unit scaffolds. Assembly of multiple units. Use of all safety devices; assembly and wheel locks, guard rails, rigid ladders, braces, plank positioning cleats.
23	Location and Levelling	Alignment (Machine Sections)	Drawing interpretation for location, connection types, alignment techniques; benchmarks and tolerances. Component heights. Care and use of squares, straightedges, precision and surveyors levels, feeler gauges, optical instruments. Taut wire lines. Use of dowel pins and drift pins; jacks, hoists, winches. Shimming materials. Misalignment and fastener tightening effects.
		(Drives)	Location, center distances, drive arrangements, alignment tolerances. Drive types and uses; chain, flat and V belt, gear. Fixed, sliding base, hinged, spring tension installation methods. Drive aligning tools. Misalignment and fastener tightening effects.
		Levelling	Component heights, levelling surfaces, tolerances. Use of levelling devices; levelling pads, wedges, jack screws, shims. Levelling tools and instruments. Locating reference points; benchmarks, center and datum lines, reference planes. Service line drainage. Incorrect levelling, fastener tightening effects.
		Fasteners (Selection)	Types, uses and selection; bolts, cap screws. Lag, high-tensile and fitted bolts, studs, special (shock, vibration). Thread specifications, fits, clearances. Mating surface conditions. Locking device types and uses; set screws, solid or cotter pins, clamping nuts, plastic or nylon inserts, lock washers, snap rings. Locking compounds.
		(Installation)	Installation wrenches and techniques. Tightening torques. Improper tightening effects. Shock dampening devices and tensioning methods; rubber, cork, felt pads. Rubber in shear, springs. Deterioration by oil, grease, corrosion. Damaged fastener removal; use of nut splitters, bolt and stud extractors, drilling and plugging.
		Grouting	Grouting methods; mix types and application. Eliminating voids.
24	Run-in Procedures	Pre-Start Inspection (Components)	Checking drawings for location, completeness and positioning of installation and components. Correct installation of fasteners and guards. Lubricant types and quantities. Component alignment, levelling. Lubricating and cooling devices. Power supply. Belt and chain tensions, gear clearances. Bearing and clutch adjustments. Machine and site clean up. Co-ordination with other trades.
		(Services)	Inspection of hook-ups for air, gas, water, oil, steam, drainage and electrical services. Installation and functioning of filters, switches. Traps, fusing devices, relief valves, speed controls. Lubrication, hydraulic and pneumatic systems and components.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Start up Procedures	Drawing and specification interpretation for operation and limitations of controls and safety devices. Pressure settings. Equipment rotation. Precautions in starting up machines. Activating pressure systems; checking and setting controls, pressures. Lubricant flow and pressure tests. Diagnosing abnormal vibration, leakage, noise, pressures, temperatures.
		Adjustment and Testing	Determination of clearances and tolerances, operating temperatures and pressures, normal power requirements. Test equipment and adjustment procedures for cam action, crank throws, sliding member clearances, bearings, clutches, limits of travel, speeds, temperatures, flows, pressures, current and voltage, vibration. Results of improper adjustments.
25	Conveyors	Belt Conveyors	Types, purpose, construction materials; flat and troughed belt. Idlers and pulleys. Screw and gravity take-ups. Installation; location, height, erection methods. Frame levelling and alignment. Belt installation, splicing, fastening. Inclined conveyors; use of differential brake or pawl and ratchet. Installation of trippers, plows, chutes, skirt boards. Hydraulic and centrifugal clutch drives. Air and electric clutches and brakes. Speed regulation, lubrication methods. Installation of guards.
		(Maintenance)	Take-up adjustments. Belt wear and replacement checks. Causes and correction of belt slippage, poor tracking. Regular lubrication. Keeping pulleys clean. Replacing guards.
		Roll Conveyors	Types, purpose, construction; gravity, live roller, roller spiral, spring mounted. Tubing, piping, integral and outboard bearings. Location, assembly and installation methods. Aligning and levelling frame, roller drive (belt, chain and sprockets, motor and speed reducer). Clutches and brakes (air, electric), overrunning clutches. Variable speed drives. Conveyor auxiliaries; frogs, switches (2 way, 3 way and multiple), turntable, chutes, hinged section or transfer. Stop types and adjustments; air cushioned, normally closed, motor operated, pneumatic brake, foot, handle or cable operated brake, combination brake-stop. Conveyor curves; tapered, straight or concave and chain driven roller. Lubrication methods. Variable speed drives.
		(Maintenance)	Checking and replacing worn bearings, belt, chain, clutch and brake parts. Correcting faulty belt tracking. Routine lubrication. Guard replacement. Familiarization with electric, pneumatic and hydraulic components.
		Screw Conveyors	Types and use for conveying, metering, feeding. Screw types and purpose; standard, short or long, single or multiple pitch. Right or left hand, right and left hand. Tapered variable pitch. Tapered double cut, cut and folded, cut with paddles. Locating, assembly methods. Installation, alignment of trough, screw and drive. Loading and unloading conveyor. Lubrication methods.
		(Maintenance)	Periodic inspection and lubrication. Replacing worn bearings, screw, drive. Replacing drive guard.
		Bucket Elevators	Types and use of centrifugal and positive discharge, spaced and continuous bucket, vertical, inclined elevators. Chain and belt carriers. Bucket types and uses. Elevator locating and assembly methods. Installing and aligning frame and drive. Belt and bucket fastening methods. Take-up adjustments. Preventing reversal with differential brake, pawl and ratchet. Lubrication methods.
		(Maintenance)	Routine inspection and lubrication. Adjusting belt tension. Replacing worn belt, buckets, bearings, drive. Replacing guards.
		Miscellaneous Conveyors	Types, purpose and operation; en masse, drag chain, flight, pallet, trolley, vertical lift, pusher bar, cable, monorail. Chains and sprockets. Drawing and manual use for locating, assembly, operation. Installing and aligning frame, conveyor chain or cable, drive. Lubrication methods. Loading and unloading.
		(Maintenance)	Routine inspection and lubrication. Replacing worn chains and cables, flights, buttons, hooks, bearings, drives. Take-up adjustment. Replacing guards.

R.R.O. 1980, Reg. 29, Sched. 1.

Schedule 2

CONSTRUCTION MILLWRIGHT

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practice (as detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . Care and use of hand and portable power tools and equipment, measuring devices. Layout techniques. Set-up and operation of power saws and shears, drills, lathes, grinders, milling machines, shapers and slotters. Fabrication techniques; forming and bending sheetmetal; barstock, plate and structural shapes; tubing and hollow sections. Heat treatment, hardness and non-destructive testing. Work erection, handling and positioning. Welding, brazing and soldering. Use of fastenings and adhesives.
2	Bearings	General	Plain bearings; selection, installation, locating, oil grooving. Fitting and adjusting. Bearing removal. Anti-friction bearings; selection and installation. Preloading and adjustment. Removing, cleaning, repacking.
3	Seals	General	Familiarization with types, applications. Installation of static, dynamic and rotary seals. Seal removal and replacement.
4	Shafting and Couplings	General	Checking shaft straightness. Installation and alignment. Maintenance and repairs; surface cleaning, building-up worn shafts, straightening. Installation of solid, flexible, universal, friction, compression, magnetic and fluid couplings. Removal and repair. Fitting splines and installation of straight, taper, wood-ruff, gib, sliding and tangential keys. Key removal.
5	Clutches	General	Installation of friction, mechanical, fluid, magnetic and over-running clutches, mountings and operating devices. Balancing, adjustment and maintenance.
6	Drives	General	Installation and alignment of V, flat and special belt drives. Roller, silent and conveyor chain drives, friction and gear drives, speed reducers. Maintenance and repairs.
7	Mechanisms	General	Installation of levers, cams and followers, power screws, mechanical springs. Adjustments and maintenance.
8	Hydraulics	Hydraulic Systems	Familiarization with principles. Making up piping, tubing, hoses and fittings. Installation of pumps, accumulators, reservoirs, filters, heat exchangers, cylinders, rotary actuators, motors, boosters. Valves and controls, actuators, pilots, limit controls, pressure switches, recorders and controllers, electrical control devices. Starting up, priming, testing and adjustments. Periodic servicing. Maintenance and repairs.
9	Pneumatics	Pneumatic Systems	Familiarization with principles. Installation of compressors, fans, blowers and drives. Air receivers and intake filters, valves and controls, pressure switches and limit controls, gauges, recorders and controllers. Piping. Cylinders and motors, rotary actuators, air line controls. Starting-up, testing and adjustment. Periodic servicing, maintenance and repairs, including portable pneumatic tools and paint spraying equipment.
10	Lubrication	Lubricants and Systems	Familiarization with oil and grease types, classification and applications. Installation of oiling devices and systems. Centralized greasing systems and fittings. Routine checks of lubrication systems, machine operation. Servicing and preventive maintenance.
11	Foundation	Layout, Anchorage and Levelling	Drawing and specification use for foundation details, and service requirements. Datum line use for offsets, levels, base lines. Excavation, formwork and bracing, draining. Installation of anchors. Isolation joint allowances. Levelling; setting up and sighting, foundation level, external benchmark, grout allowances. Liquid level use. Installation of levelling pads.
12	Rigging	General	Equipment hoisting, drifting, balancing. Lifting, rolling, skidding. Blocking and loading operations. Hand signal use. Safe use of hand, electric and pneumatic hoists. Winches and snatch blocks. Slings, ropes, cables, chains and attachments. Mechanical and hydraulic jacks. Rollers and skids. Scaffolding. Rigging equipment inspection, testing, maintenance and storage.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
13	Location and Levelling	General	Alignment, levelling and installation of machine sections, components and drives to drawings and specifications. Grouting. Fastener installation, torquing, locking.
14	Run-in	Inspection and Start up	Pre-start inspection of equipment installation, components, systems, service hook-ups, safety devices and controls, to drawings and specifications. Clean up and trades co-ordination. Start up operations; precautions. Tests and adjustments. Diagnosing and correcting abnormal operating conditions.
15	Conveyors	General	Installation, levelling and alignment of belt, roll, screw and bucket conveyors, miscellaneous conveyors; en masse, drag chain, flight, pallet, trolley, vertical lift, pusher bar, cable, monorail. Drive systems and controls. Servicing and maintenance.

R.R.O. 1980, Reg. 29, Sched. 2.

REGULATION 1049**COOK****1. In this Regulation,**

"certified trade" means the trade of cook;

"cook" means a person who,

- (a) prepares and assembles complete breakfasts, short order grill, sandwiches, simple salads, simple desserts, vegetables and non-alcoholic beverages,
- (b) carves cooked meats, poultry, fish and game,
- (c) cooks complete breakfasts, short order grill, simple desserts and vegetables,
- (d) has a working knowledge of table service, soups and sauces, salads and dressing, weights and measures, hygiene, equipment handling, sanitation, safety and equipment,
- (e) prepares a complete meal, desserts, pastries, salads, salad dressing, hot and cold buffets, baked foods and soups and sauces,
- (f) cuts meat, poultry, fish and game, and
- (g) has a knowledge of stock control, receiving, issuing, menu planning, food costing and purchasing. R.R.O. 1980, Reg. 30, s. 1.

2. The trade of cook is designated as a certified trade for the purpose of the Act. R.R.O. 1980, Reg. 30, s. 2.

3.—(1) The certified trade is composed of two branches.

(2) Branch 1 is an assistant cook as set out in clauses (a) to (d) of the definition of "cook" in section 1.

(3) Branch 2 is a cook as set out in clauses (a) to (f) of the definition of "cook" in section 1. R.R.O. 1980, Reg. 30, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction in full-time programs provided at an educational institution, or in programs that, in the opinion of the Director, are equivalent thereto, in the courses contained in items 1 to 13 of Schedule 1 for assistant cook, and items 1 to 23 of Schedule 1 for cook;

(b) for assistant cook, practical training and instruction provided by the employer of the apprentice in the courses contained in Schedule 2, except those annotated "advanced"; and

(c) for cook, practical training and instruction provided by the employer of the apprentice in all the courses contained in Schedule 2. R.R.O. 1980, Reg. 30, s. 4.

5. An apprentice in the certified trade shall,

- (a) for Branch 1, complete a period of 2,000 hours of training and instruction; and
- (b) for Branch 2, complete three periods of training and instruction of 2,000 hours per period. R.R.O. 1980, Reg. 30, s. 5.

6.—(1) A graduate of a course in cooking conducted at an educational institution may be enrolled as an apprentice and upon enrolment may be granted such hourly credits as may be determined by the Director.

(2) A person who has one or more years experience as a cook may be enrolled as an apprentice and upon enrolment may be granted such hourly credits as may be determined by the Director. R.R.O. 1980, Reg. 30, s. 6.

7. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 65 per cent during the first period;
- (b) 75 per cent during the second period; and
- (c) 85 per cent during the third period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 30, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for each journeyman employed by the employer in the certified trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the certified trade, one apprentice for each journeyman employed by

the employer and with whom the apprentice is working.
R.R.O. 1980, Reg. 30, s. 8.

9. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time he or she spends in related training and work experience, and the apprentice shall be responsible for the safekeeping of the progress record book.
R.R.O. 1980, Reg. 30, s. 9.

10. Section 9 and subsections 10 (2) and (3) of the Act do not apply to any person who works or is employed in the certified trade.
R.R.O. 1980, Reg. 30, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 30, s. 11.

Schedule 1

COOK

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Sanitation Safety and Equipment	Personal Hygiene	Basic rules. Necessity for enforcement. Dangers. Accepted check list for personal hygiene and safety.
		Cleaning and Maintenance	Cleaning and maintaining establishment, equipment, storage and waste disposal areas in accordance with applicable regulations and other established standards. Recognition of food-borne diseases from improper cleaning and maintenance.
		Detergents and Pesticides	Basic chemical content. Toxic qualities. Uses and limitations. Scheduling usage for maximum effectiveness.
		Kitchen Safety	Accepted safety procedures. Safe working habits. Safe operation of machines to manufacturer's safety standards. Potential hazards; recognition and action.
		Sanitation Code	Sanitation requirements for general construction, floors, walls and ceilings. Plumbing-general, water supply, ice, sewage. Food waste and garbage disposal. Insect and rodent control. Correcting possible health hazards in equipment installations, cooking or service equipment. Instituting and maintaining good housekeeping and maintenance.
		<i>The Health Protection and Promotion Act</i>	Contents, meaning and requirements of Regulation 562 of Revised Regulations of Ontario, 1990 made under the <i>Health Protection and Promotion Act</i> . Operating in accordance with requirements.
		Food Poison Prevention	Elimination of infectious diseases. Fundamentals of personal hygiene for all personnel. Customer service factors. Correct handling of food; internal distribution, storage, preparation. Destruction of re-frozen and damaged cans. Maintaining correct temperature for food before cooking or service.
		Skill and Equipment Availability	Detailed processes and needed skills for food preparation. Menu adjustment for lack of skills. Selection of equipment and labour saving devices. Co-ordination of labour and machinery for highest economical productivity.
		Dishwashing	Operation and maintenance of dishwashers. Use of detergents and additives.
2	Cold Larder	Pre-Cooking Preparation	Pre-cooking preparation theory for meat, seafood and poultry. Identification of meat grades. Anatomy of beef, veal, lamb and pork carcasses. Characteristics and uses of wholesale and retail cuts of meat. Cut, trim and make ready meat cuts. Safe use and maintenance of meat cutting tools and equipment. Identification of seafood types, characteristics and usage. Preparation and make ready for cooking or service. Identification of poultry, components, characteristics and menu application. Preparation as required, ready for cooking.
		Sandwiches	Identification of sandwich types. Selection of correct bread, filling and filling ingredients. Ingredient texture. Equipment for cutting and spreading. Sandwich garnishes.
		Fruit Preparation	Selection of correct ingredients and make ready to recipe. Preparation for service or cooking.
		Cheese	Identification of main classifications, types, taste and appearance characteristics. Usual forms for presentation. Make ready and garnish cheese trays. Selection of accompaniments.
		Simple Salads	Identification of lettuce types and simple salads. Product availability. Ingredient selection. Unit cost. Qualities of product. Preparation to recipe, selection of correct garnish and dressing. Making simple basic dressings.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
3	Vegetables	Preparation	Washing; selection of correct methods, equipment, tools or chemical. Pre-washing preparatory techniques. Examining for cleanliness. Peeling; selection of correct methods, equipment or tools. Removing outer layer with minimum wastage. Cutting; menu requirement, pre-determined sizes. Selection, operation and maintenance of tools and equipment. Pre-cutting preparation. Seeding; vegetables requiring seed removal. Preparation and seed removal with minimum wastage.
		Cooking Methods	Selection of suitable vegetables and ingredients; selection and operation of correct cooking equipment, tools and utensils for cooking method specified. Preparation and cooking techniques. Use of cooking time chart and tables. Correct temperature. Recognizing the correct degree of doneness. Presentation methods. Cooking vegetables by: boiling, roasting, steam cooking, grilling, sauteing, deep-frying, baking, braising, pressure cooking, blanching and glazing. Incorporating restriction of fat, salt, sugar, spices, for cooking diet recipes.
4	Seafood	Preparation	Cleaning; anatomy of seafood, necessary cleaning methods, correct cleaning tool selection. Cutting; menu requirements, correct cutting equipment and tools. Portion size required. Filleting; anatomy of fish, correct tool selection, correct filleting techniques. Breeding; selection of correct type and cut of fish, menu requirements, correct ingredients. Correct breeding techniques. Batter; fish cut selection. Dipping techniques. Dipping of surplus batter.
		Cooking Methods	Selection of suitable seafood types and ingredients; selection and operation of correct cooking equipment, tools and utensils for cooking method specified. Preparation and cooking techniques. Use of seafood cooking time chart and tables. Correct temperature. Recognizing the correct degree of doneness. Cooking fish and seafood by: baking, steaming, boiling, grilling, pan-frying, deep-frying, broiling, pressure cooking, glazing.
5	Poultry	Preparation	Cleaning; anatomy of each poultry species. Feather removal methods, singeing skin surface. Evisceration. Neck removal. Making ready for cooking or further preparation. Cutting poultry into standard cuts. Breeding; selection of correct type and cut of poultry, breeding ingredients. Correct breeding techniques for menu requirements. Batter; selection of correct type and cut of poultry. Battering techniques. Dipping of surplus batter.
		Cooking Methods	Selection of correct types and cuts of poultry, ingredients. Selection and operation of correct cooking equipment, tools and utensils for cooking method specified. Preparation and cooking techniques. Use of poultry cooking time chart and tables. Correct temperature. Recognizing the correct degree of doneness. Cooking poultry by: broiling, roasting, simmering, grilling, pan-frying (saute), deep-frying, braising, pressure cooking, blanching.
6	Meat and Offal	Broiling (Open Fire)	Selection of suitable cuts of meat. Cooking evenly on both sides to customer's request. Recognizing degree of doneness.
		Roasting	Selection of suitable cuts of meat. Selection and use of roasting pan with rack, skillet, meat thermometer, necessary accessories. Preparatory methods and techniques. Use of roasting time and temperature chart. Recognizing correct degree of doneness.
		Grilling (Solid Cooking Surface) and Pan-Frying	Selection of suitable meat portions. Selection, use and operation of grilling and pan-frying aids and equipment. Preparatory methods and techniques. Cooking evenly on both sides to customer's request.
		Carving	Selection of suitable meat, correct carving tools. Correct carving techniques. Meat portions. Carving to customer's request and menu specifications.
		Barbecue	Meat selection. Selection, set-up and use of barbecue equipment. Preparatory methods and techniques. Cooking meat uniformly to customer's request.
		Boiling	Selection of suitable cuts of meat and ingredients. Selection and operation of correct equipment. Preparatory methods. Recognizing correct degree of doneness. Appropriate accompaniments.
7	Soups and Sauces	Stirring	Selection and use of correct equipment and tools. Correct stirring techniques. Stirring frequency requirements for each soup and sauce.
		Straining	Selection and use of correct tools. Straining techniques. Straining off unrequired portion of mixture.
		Skimming	Selection and use of correct tools. Skimming techniques. Skimming with minimum wastage.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Making Stock	Ideal ingredients. Type of stocks and reductions. Simmering time for correct results. Making ready for use or storage.
		Basic Sauces and Au Jus	Appropriate sauce or au jus for each dish where applicable. Necessary ingredients. Preparation to recipe. Correct garnish; adding where applicable. Serving correctly.
		Thick and Thin Soups	Basic ingredients. Methods of making each thick and thin soup. Relating necessary garnish to finished product required. Serving different soups in correct manner and container.
8	Farinaceous Products	Pasta	Different "Pasta" products. Manufacturing methods. Menu applications. Correct cooking methods. Accompaniments for correct service.
		Pancakes	Types of pancake dishes. Recipes and ingredients. Accompaniments. Correct cooking methods.
		Cereals	Different cereal grains. Carbohydrate, fat and protein content. Use as fillers and binders. Cold Breakfast cereals. Preparation and cooking of fine and whole grain cereals.
		Rice	Types of rice. Different menu applications. Correct preparatory methods and cooking techniques. Selection and operation of equipment. Testing for correct degree of doneness.
9	Elementary Baking	Mixing Ingredients	Correct ingredient proportions per recipe. Selection and use of tools and equipment. Correct mixing method, techniques and conditions; time, temperature, speed. Correct consistency of mixture.
		Kneading Dough	Selection and use of tools and equipment. Kneading techniques; stretching, folding. Effects of kneading.
		Shaping	Selection and use of tools and equipment. Shaping methods; moulding, dividing, planning, rolling. Applicable shaping techniques.
		Pies and Tarts	Baking theory and methods. Know when crust is cooked. Filling shells and make ready for service.
		Rolls	Baking theory. Types of rolls; shape, ingredients, preparatory techniques. Correct baking method, temperature and equipment. Correct finished appearance and doneness.
		Cookies	Basic types. Correct ingredients and preparatory techniques. Correct baking method, temperature and equipment. Correct finished appearance and doneness.
		Cakes	Baking theory. Cake types, ingredients, preparatory techniques. Correct baking method, temperature and equipment. Recognizing correct doneness. Basic cake icing methods.
		Dessert Preparation	Types of desserts; pudding, baking items, gelatins, fruit, ice cream. Ingredient selection for dessert type to recipe. Preparatory methods including baking, where applicable. Decorating techniques, use of correct mould or dessert dish. Applicable appropriate accompaniments.
10	Short Order Items	Menu Items	Menu. Appropriate ingredients. Preparatory methods and cooking techniques where applicable. Selection and operation of equipment. Determining cooking doneness for each item.
		Convenience Foods	Available forms and items. Manufacturer's specifications. Preparatory methods. Selection of correct equipment for cooking where applicable and cooking method. Recognizing correct degree of doneness required.
11	Non-Alcoholic Beverages	Tea and Coffee Making	Ingredients selection to customer's requirements and manufacturer's specifications. Operation and maintenance of beverage making equipment to manufacturer's specifications.
		Hot Drinks	Best method for making to customer's requirements. Operation and maintenance of equipment to manufacturer's specifications, where applicable.
		Cold Drinks	Making cold beverages to customer's requirements and manufacturer's specifications. Ingredient selection. Selection and operation of suitable equipment.
12	Menu Planning	Weighing and Measuring Food	Standard imperial and metric weights and measures units. Calculation of quantities using basic mathematics; addition, subtraction, multiplication and division, fractions and decimals. Selection of correct measuring equipment for quantity and accuracy, minimal wastage. Graduation of scales and measuring cups.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		<p>Recipe Conversion</p> <p>Menu Writing (Including Dietetic)</p> <p>Nutrition</p> <p>Menu Terminology</p>	<p>Reading recipes. Conversion of recipes to smaller or larger quantities. Conversion multiplicant.</p> <p>Basic menu types. Four main types of diet; diabetic, restricted sodium, restricted fat, gastric. Acceptable cooking methods for therapeutic diets. Daily changes. Restricting menu to customer's requirements, available equipment. Variety to meet need, time of day. Varying texture and colour on plate items. Menu order of items. Marketing process; attractive language. Menu selection for time of year.</p> <p>Canada Food Guide; food groups for balanced diets. Balancing menus for nutritional value. Preserving food values by correct storage, preparation, cooking.</p> <p>Chemical change of food by heat, cold or storage. Understanding and meaning of glossary of culinary terms.</p>
13	Table Service	<p>Waiting on Tables</p> <p>Cashier Duties</p>	<p>Basic theory. Menu items. Ingredients in each dish. Writing customer's requirements. Correct cutlery setting. Correct accompaniments for each dish. Serving food, customer satisfaction. Preparing bill. Clearing table. Opening and closing duties.</p> <p>Operating cash registers. Totalling customer's checks. Giving correct change. Maintaining sales records.</p>
14	Sanitation	<p>Basic Chemistry</p> <p>Rodents and Insects</p> <p>Equipment Temperatures</p> <p>Equipment Maintenance</p>	<p>Types of harmful chemical changes caused by bacteria. Types and characteristics of toxins, chemical poisons and micro-organisms. Controlling transmission of infectious diseases.</p> <p>Methods of detecting presence. Conditions encouraging rodents and insects. Preventative measures through building construction and program prevention.</p> <p>Correct temperature of operation. Fahrenheit and Celsius unit charts. Cooking temperatures to destroy micro-organisms. Cold temperatures to preserve and store foods without spoilage.</p> <p>Basic components of major equipment. Construction materials. Necessary maintenance to ensure sanitation. Potential maintenance problems. Identification and reporting of minor breakdowns.</p>
15	Cold Larder (Advanced)	<p>Appetizers</p> <p>Salad Dressings</p> <p>Salads</p> <p>Potential Waste Usage</p> <p>Buffet</p> <p>Butchery</p> <p>Ice Carving</p>	<p>Preparation theory. Basic types of hot and cold cocktails, canapes, hors d'oeuvres, accompanying sauces. Applicable ingredients and cooking process. Correct presentation. Appropriate accompaniments.</p> <p>Appropriate dressings, ingredients and methods of making standard salad dressings.</p> <p>Identification of cooked, moulded, special salads. Applicable recipes and preparation methods. Necessary dressing or other accompaniment. Presentation techniques and appearance of different salads.</p> <p>Theory of complete utilization of products. Areas of potential waste; bones, fat, over production. Use for standard food preparation. Effects of waste on overall costs.</p> <p>Theory of buffet arrangements. Decoration of buffet platters, designing centre pieces. Economical item arrangement in buffet set-ups.</p> <p>Theory of handling and butchering meat carcasses. Safety. Use and maintenance of cutting tools and equipment. Anatomy of carcasses. Reducing carcasses to standard wholesale and retail cuts, menu requirements.</p> <p>Theory. Designing ice carvings. Selection of chisels. Carving techniques.</p>
16	Vegetables (Advanced)	<p>Garnishes and Variations</p> <p>Stuffed Preparations</p> <p>Fritters and Croquettes</p> <p>Fancy Potatoes</p>	<p>Menu item. Correct garnish requirement and ingredients. Preparatory techniques. Cooking technique and recognition of doneness.</p> <p>Menu item. Preparation of vegetable. Ingredient selection. Preparatory techniques. Method of mixing and cooking ingredients where applicable. Correct vegetable and ingredient combination. Correct final presentation methods.</p> <p>Ingredients. Preparatory techniques. Required portion size. Selection of correct equipment and cooking method. Recognition of correct amount of doneness.</p> <p>Menu requirement. Necessary ingredients. Selection of correct equipment. Necessary preparatory and cooking techniques. Recognition of correct amount of doneness.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
17	Seafood (Advanced)	Seafood Selection	Theory of seafood selection, including crustaceans, molluscs and fish. Recognition of different types. Market forms of seafood. Grading. Menu applications. Preparation methods. Cooking or presentation methods.
18	Meat and Poultry	Game Birds	Game birds legally available for sale. Seasonal availability of fresh game. Game bird types, grades, menu applications. Preparatory methods for cooking.
		Stuffed Preparations	Selection of correct stuffing, dressing, farces, duxelles according to customer's requirements and recipe. Appropriate stuffing. Ingredients and preparation methods.
		Specialty Dishes (Meat and Poultry)	Menu requirement. Reading recipe. Selection of correct ingredients. Necessary preparation techniques. Selection of correct equipment and cooking techniques. Recognition of correct doneness.
19	Soups and Sauces (Advanced)	Special and Cold Soups, Cold Sauces	Menu item. Necessary ingredients. Preparatory techniques. Selection of correct equipment. Correct cooking techniques. Texture and correct degree of doneness. Correct presentation for service methods.
		Secondary Sauces	Menu item. Correct sauce and ingredients, equipment and tools for each item. Preparatory techniques and cooking where applicable. Correct service method.
20	Desserts	Dessert Sauces	Menu item. Necessary ingredients. Preparatory techniques. Selection of correct equipment and cooking techniques. Correct texture. Correct presentation for service methods.
		Advanced Desserts	Menu item. Necessary ingredients. Preparatory techniques. Selection of correct cooking techniques and equipment. Correct texture. Correct presentation for service methods.
21	Stock Control Receiving and Issuing	Goods Inspection	Necessity to inspect goods. Reading purchase requisition. Following purchase specifications. Systematic regulation of incoming and outgoing goods. Checking required quality and quantity. Significance of signing supplier's invoice.
		Storage Consideration	Storage types. Type required for each item. Correct temperature for storage areas, maintenance, minimum facilities. Correct placement of foods to avoid spoilage.
		Stock Rotation	Entry date of each item of goods and storage life. Organization of storage area to use old stock first.
		Stock Records	Recording; in-coming and out-going inventories for each item, current market prices, purchase source, destination of issues. Keeping stock cards up to date.
		Stock Turnover	Knowledge of stock. Advising menu maker of non-moving items. Advising purchasing agent of stock requirements and movements. Stock adjustment to economical levels. Avoiding loss or spoilage.
		Stock Security	Maintaining goods flow control. Eliminating unauthorized entry. Proper locking and surveillance facilities to eliminate pilferage.
22	Food Costing	Standard Yield and Portion Control	Purchasing food; after cooking yield and loss through shrinkage. Shrinkage and loss through other chemical change. Predetermined portion sizes to maintain required cost. Control and correction of excessive shrinkage. Institution of recipes and specifications. Waste elimination.
23	Food Purchasing	Food Selection	Characteristics of food products used in kitchen. Selection of applicable classifications, grades and cuts of food. Detection of deteriorated or substandard food items.
		Food Specifications	Calculating quantities from menu, storage, other kitchen requirements. Yield calculations. Setting standard food specifications. Storage life of food items under different conditions. Quantity to be purchased.
		Market Evaluation	Establishing market analysis for economical purchasing procedure. Feasibility of using alternative products.
		Ordering	Establishing order placing procedure. Systemized handling of purchasing documents, delivery methods and cost calculation.

Schedule 2

COOK

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Sanitation and Safety Equipment (As detailed in Schedule 1)	General	Familiarization with basic rules of personal hygiene. Cleaning and maintaining establishment, equipment, storage and waste disposal areas in accordance with applicable regulations and established standards. Detergent and pesticide use and limitations. Kitchen safety procedures. Safe working habits. Safe operation of machines. Sanitation Code requirements for general construction, plumbing, water supply, ice, sewage. Food waste and garbage disposal. Insect and rodent control. Good housekeeping and maintenance. Familiarization with contents, meaning and requirements of Regulation 562 of Revised Regulations of Ontario, 1990 made under the <i>Health Protection and Promotion Act</i> . Food poison prevention. Correct handling of food; internal distribution, storage, preparation. Co-ordination of labour and machinery for highest economical productivity. Operation and maintenance of dishwashers.
2	Cold Larder (As detailed in Schedule 1)	General	Pre-cooking preparation of meat, seafood and poultry. Sandwich making. Preparing sandwich garnishes. Fruit preparation. Cheese selection, make ready and garnish cheese trays. Preparation of simple salads to recipe, correct garnish and dressing. Making basic dressings.
3	Vegetables (As detailed in Schedule 1)	General	Preparation; washing, peeling, cutting, seeding. Cooking vegetables by: boiling, roasting, steamcooking, grilling, sauteing, deep-frying, baking, braising, pressure cooking, blanching and glazing.
4	Seafood (As detailed in Schedule 1)	General	Preparation; cleaning, cutting to menu requirements and portion size. Filletting, breading, batter. Cooking fish and seafood by: baking, steaming, boiling, grilling, pan-frying, deep-frying, broiling, pressure cooking, glazing.
5	Poultry (As detailed in Schedule 1)	General	Preparation; cleaning, making ready for cooking or further preparation. Standard cuts. Breading to menu requirements. Batter. Cooking poultry by: broiling, roasting, simmering, grilling, pan-frying (saute), deep-frying, braising, pressure cooking, blanching.
6	Meat and Offal (As detailed in Schedule 1)	General	Broiling (open fire). Roasting. Grilling (solid cooking surface) and pan-frying. Barbeque. Boiling and preparing accompaniments. Carving to customer's request and menu specifications.
7	Soups and Sauces (As detailed in Schedule 1)	General	Stirring, straining, skimming. Making stock for use or storage. Preparing basic sauces and au jus, thick and thin soups.
8	Farinaceous Products (As detailed in Schedule 1)	General	Familiarization with "Pasta" products, cooking and preparing accompaniments. Making pancakes and accompaniments. Preparing and cooking fine and whole grain cereals. Preparing and cooking rice to menu requirements.
9	Elementary Baking (As detailed in Schedule 1)	General	Mixing ingredients to recipe. Kneading dough. Shaping. Baking pies and tarts, rolls, cookies, cakes. Icing cakes. Dessert preparation; puddings, baking items, gelatins, fruit, ice cream. Use of correct mould or dish. Decorating. Preparing accompaniments.
10	Short Order Items (As detailed in Schedule 1)	General	Preparation of short order items to menu. Preparation and cooking of convenience foods where applicable.
11	Non-Alcoholic Beverages (As detailed in Schedule 1)	General	Tea and coffee making, preparing hot and cold drinks to customer's requirements and specifications.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
12	Menu Planning (As detailed in Schedule 1)	General	Weighing and measuring food. Standard units. Calculation of quantities using basic mathematics. Selection of correct measuring equipment. Converting recipes to smaller or larger quantities. Menu writing (including Dietetic). Nutrition; use of Canada Food Guide. Balancing menus for nutritional value. Preserving food values by correct storage, preparation, cooking. Familiarization with menu terminology, glossary of culinary terms.
13	Table Service (As detailed in Schedule 1)	General	Waiting on tables. Cashier duties.
14	Sanitation (As detailed in Schedule 1)	General	Basic chemistry. Rodent and insect detection and prevention. Equipment operating temperatures. Equipment maintenance.
15	Cold Larder (Advanced) (As detailed in Schedule 1)	General	Appetizers; preparation of hot and cold cocktails, canapes, hors d'oeuvres, accompanying sauces. Making standard salad dressings, cooked, moulded, special salads. Potential waste usage. Buffet arrangements platters, centre pieces. Ice carving. Handling and butchering meat carcasses.
16	Vegetables (Advanced) (As detailed in Schedule 1)	General	Preparing garnishes and variations. Preparing stuffed preparations, fritters and croquettes, fancy potatoes.
17	Seafood (Advanced) (As detailed in Schedule 1)	General	Seafood selection, including crustaceans, molluscs and fish.
18	Meat and Poultry (As detailed in Schedule 1)	General	Familiarization with legal and seasonal availability of fresh game. Game bird types, grades, menu applications. Preparing for cooking. Preparing correct stuffing, dressing, farces, duxelles to customer's requirements and recipe. Preparing specialty dishes (meat and poultry).
19	Soups and Sauces (Advanced) (As detailed in Schedule 1)	General	Preparing special and cold soups, cold sauces. Secondary sauces.
20	Desserts (As detailed in Schedule 1)	General	Menu item. Preparation of dessert sauces and advanced desserts. Correct presentation for service.
21	Stock Control Receiving and Issuing (As detailed in Schedule 1)	General	Goods inspection. Storage considerations. Stock rotation. Stock records. Stock turnover. Stock security.
22	Food Costing (As detailed in Schedule 1)	Standard Yield and Portion Control	Familiarization with yield and loss through shrinkage. Predetermined portion sizes. Institution of recipes and specifications. Waste elimination.
23	Food Purchasing (As detailed in Schedule 1)	General	Food selection. Food specifications. Market evaluation. Ordering.

REGULATION 1050**DRY CLEANER****1. In this Regulation,**

“certified trade” means the trade of dry cleaner;

“dry cleaner” means a person who understands and is capable of carrying out the process of,

- (a) cleaning garments in either manual or automatic equipment by immersion and agitation or by immersion only in volatile solvents, including but not being restricted to solvents of the petroleum distillate type, the coal tar distillate type, the chlorinated hydrocarbon type and including any or all of the processes incidental to cleaning garments by immersion in volatile solvents,
- (b) wet cleaning of garments by immersion in water or by the application, manually or by any mechanical device, of water or any detergent and water, or by spraying or brushing the garments with water and any detergent or with water vapour or with chemicals and water or steam,
- (c) pressing or finishing, or both, being the process of restoring garments to their original shape, dimensions or contour or to the condition in which the garments were received from the customer or as directed by the customer, and including the removal of wrinkles, stresses, bulges and impressions, imprint marks and shine from garments by the application, either manually or mechanically and with or without dry or wet cleaning, of pressure, heat, moisture, water vapour or steam,
- (d) removing spots or stains or localized areas of soil from garments before or after the garments are dry or wet cleaned or by manual or mechanical means, other than dry or wet cleaning, such as by brushing or spraying with water detergents and volatile or inflammable solvents or with chemicals or both,
- (e) repairing, being the process of making alterations as required by the customer to garments, such as by minor repairs and alterations, by reaffixing, replacing or restoring buttons and other fastening devices and decorative materials to the garments either before or after one of the processes referred to in this clause,

- (f) identification of fabrics, fabric construction, designs and finishes,
- (g) cleaning shirts by immersion in water, including the use of washing formulae and chemicals, and of special finishes and a knowledge of the control of water and temperature, the operation of necessary equipment and the control of quality in the proper processing and finishing of shirt laundry, and
- (h) basic management, production, quality control, garment identification, pricing, packaging and servicing to the customer. R.R.O. 1980, Reg. 31, s. 1.

2. The trade of dry cleaner is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 31, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of training and instruction of 900 hours each,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology, or an equivalent course of training and instruction approved by the Director; and
- (b) in practical training and instruction provided by an employer of the apprentice. R.R.O. 1980, Reg. 31, s. 3.

4. An apprentice who completed the four periods of training and instruction referred to in section 3 is exempt from clause 12 (a) of the Act. R.R.O. 1980, Reg. 31, s. 4.

5. The subjects of examination for an apprentice are the subjects set out in column 1 of the Schedule. R.R.O. 1980, Reg. 31, s. 5.

6. Any person who is engaged in the certified trade is exempt from subsections 10 (2) and (4) of the Act. R.R.O. 1980, Reg. 31, s. 6.

7. A holder of a certificate of qualification in the certified trade of dry cleaner is exempt from section 23 of Regulation 1055 of Revised Regulations of Ontario, 1990. R.R.O. 1980, Reg. 31, s. 7.

8. The Act and this Regulation do not apply to persons employed in an industrial plant or institution established for a purpose other than carrying on the business of dry cleaning. R.R.O. 1980, Reg. 31, s. 8.

Schedule**DRY CLEANER****In-School Training and Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Instruction to be Given
1	Dry Cleaning	Synthetic and petroleum cleaning systems. Prespotting. Garment serviceability.
2	Finishing and Pressing	Heavies. Silks. Furs. Household. Fabric construction and identification.
3	Spotting	Spotting chemicals, formulae and techniques. Finishes. Furs. Dyes. Sizings. Fabric construction and identification. Garment serviceability. Wet cleaning. Dry cleaning operation. Prespotting.
4	Tailoring	Install zippers. Half pockets. Alter buttons, hems. Lengthen and shorten garments. Other minor repairs and alterations.
5	Maintenance	The maintenance and repair of equipment commonly used in dry cleaning plants.
6	Shirt Processing	Formulae. Finishes.

ITEM	COLUMN 1	COLUMN 2
	Subject Matter	Instruction to be Given
7	Sales and Production Management	Sales. Delivery. Identification of garments. Cash control. Store routine. Pricing. Packaging. Applied public relations. Production. Quality control.

R.R.O. 1980, Reg. 31, Sched.

REGULATION 1051**ELECTRICIAN****1. In this Regulation,**

“certified trade” means the trade of electrician;

“electrician” means a person who,

- (a) lays out, assembles, installs, repairs, maintains, connects or tests electrical fixtures, apparatus, control equipment and wiring for systems of alarm, communication, light, heat or power in buildings or other structures,
- (b) plans proposed installations from blueprints, sketches or specifications and installs panel boards, switch boxes, pull boxes and other related electrical devices,
- (c) measures, cuts, threads, bends, assembles and installs conduits and other types of electrical conductor enclosures that connect panels, boxes, outlets and other related electrical devices,
- (d) installs brackets, hangers or equipment for supporting electrical equipment,
- (e) installs in or draws electrical conductors through conductor enclosures,
- (f) prepares conductors for splicing of electrical connections, secures conductor connections by soldering or other mechanical means and reinsulates and protects conductor connections, or
- (g) tests electrical equipment for proper function,

but does not include a person who is permanently employed in an industrial plant at a limited purpose occupation in the electrical trade. R.R.O. 1980, Reg. 32, s. 1.

2.—(1) The certified trade is composed of two branches.

(2) Branch 1 is the trade of a construction and maintenance electrician as defined in clause (a) of the definition of “electrician” in section 1.

(3) Branch 2 is the trade of a domestic and rural electrician who performs the work of an electrician in the construction, erection, repair, remodelling or alteration of houses, multiple dwelling buildings containing six or fewer dwellings, or buildings or structures used for farming, or who performs maintenance to electrical equipment in houses, multiple dwelling buildings containing six or fewer dwellings or farms. R.R.O. 1980, Reg. 32, s. 2.

3. The trade of electrician is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 32, s. 3.

4. An apprentice training program is established for the certified trade and consists of five periods of related training and work experience training of 1,800 hours for each period for Branch 1 and four periods of related training and work experience training of 1,800 hours for each period for Branch 2,

(a) at full time educational day classes provided at a college of applied arts and technology or in courses that, in the opinion of the Director, are equivalent thereto in the subjects contained in Schedule 1; and

(b) in practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 32, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 32, s. 5.

6. The holder of a certificate of qualification in Branch 2 of the certified trade is entitled to a certificate of qualification in Branch 1 of the certified trade upon completion of a further period of training and instruction of 2,000 hours that shall include a course of study approved by the Director. R.R.O. 1980, Reg. 32, s. 6.

7.—(1) The rate of wages for an apprentice in the certified trade whether for regular daily hours of work or for hours of work in excess of regular daily hours of work shall not be less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen in that trade employed by the employer with whom the apprentice is working.

(2) The rate of wages for a Branch 2 Electrician during the 2,000 hour period of training and instruction mentioned in section 6 shall be not less than 80 per cent of the wages for a Branch 1 Electrician. R.R.O. 1980, Reg. 32, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade one apprentice plus an additional apprentice for each three journeymen in the trade employed by that employer;
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman in the trade employed by the employer plus an additional apprentice for each additional three journeymen in the trade employed by that employer. R.R.O. 1980, Reg. 32, s. 8.

9. Despite section 8, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 32, s. 9.

10. A person is exempt from subsection 10 (2) of the Act if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and

- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade. R.R.O. 1980, Reg. 32, s. 10.

11. The Director shall issue a progress record book to each apprentice and the apprentice and employer shall record therein the time that the apprentice spends in related training and work experience and the apprentice shall be responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 32, s. 11.

12. An applicant for a certificate of qualification in the certified

trade shall submit to the Director evidence satisfactory to the Director of,

- (a) his or her successful completion of the apprenticeship training program described in section 4; or
- (b) his or her engagement in the certified trade as a journeyman for a period at least equivalent to the total number of hours of which the apprenticeship training program consists. R.R.O. 1980, Reg. 32, s. 12.

Schedule 1

ELECTRICIAN

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Circuit Calculations	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system; conversion methods. Weights and measures. Ratio and proportion. Percentage. Areas, volumes, linear, angular mensuration. Square root. Scale conversion. Algebra fundamentals; linear equations, formulae, shop calculations. Trigonometry; right angled and oblique triangles, formulae, shop calculations.
2	English (Trade Related)	Industry Communications	Vocabulary and organizational structure of the industry. Reading comprehension; use of trade publications, manuals. Sentence structure, grammar, punctuation, composition. Trade related letter, memoranda writing, completion of forms, reports, job descriptions, requisitions, orders. Oral communication.
3	Science (Trade Related)	Physics and Chemistry	Properties of matter; mass, density. Properties and strength of materials; elasticity, plasticity, ductility, malleability. Tensile, shear, compressive stresses, factor of safety. Work, energy and power; units, potential and kinetic energy, torque, horsepower. Principle of machines; mechanical advantage, lever, inclined plane, pulley, screw. Gear, belt and chain drives. Friction; laws, effects, co-efficients, lubricants and viscosity. Centre of gravity. Static and dynamic balance. Heat; effects, temperature, thermometers, pyrometers, scales and conversion. Quantity, units, transfer laws. Change of state; solid, liquid, vapour. Gas laws; temperature, pressure, volume relationship. Refrigeration cycle. Pressure; atmospheric and absolute, indicating instruments, pressure and vacuum gauges, manometers. Hydrodynamics; fluid mechanics, flow, pressure and head differences, Pascal's Law. Light; reflection, diffusion, transmission, refraction, absorption, polarization. Sound; transmission, decibels. Basic metallurgy; ferrous and non-ferrous metals, heat treatment. Galvanic corrosion. Characteristics and dielectric properties; elastomers, synthetic rubbers and fibres, plastics (thermoplastics, thermosets) ceramics, varnishes, lacquers, organic solvents, acids, oils.
4	Electrical Theory	D.C. Fundamentals	Electron theory. Current flow. Ampere. Static electricity. Volt. Ohm's Law. Series, parallel and series-parallel circuits. Conductors and insulators. Joule's Law. Wire size, circular and square mill. Wire resistance, temperature. Voltage drop. Kirchoffs Laws. Power and energy. Watts. Magnetism. Magnetic devices. Measuring instruments. Electrolysis. Chemical cells. Ionization. Conduction in gases and vacuum. Chemical energy of batteries. Storage cells. Small sources of E.M.F; thermocouples, photoelectric cells. Piezoelectricity. Electric heating and lighting, resistors and alloys. Light sources, measurement. Electromagnetic induction. Lenz's Law. D.C. generators. Self-induction. Mechanical motion from electrical energy. D.C. motor calculations. D.C. shunt, series, compound motors. D.C. motor starters and automatic motor control.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		A.C. Fundamentals	Voltage sinewave, cycle, frequency, other wave forms. A.C. circuits containing resistance. Rectifiers. Inductance in A.C. circuits. Series circuits; resistance and impedance. Capacitors and capacitive reactance. Capacitors in A.C. circuits. Series circuits, resistance, inductance and capacitive reactance. Co-ordination and effects of short circuit and interrupting capacity within a system. A.C. parallel circuits. Three phase systems. A.C. instruments and meters. A.C. generator. Transformers. Transformer connections for three phase. Instrument and auto transformers. Three phase induction motor. Synchronous motor. Three phase motor controls. Single phase motors.
		Basic Electronics	Vacuum tube fundamentals, amplifiers, oscillators, rectifiers. Cathode ray tube. Semi-conductors; atomic structure, transistor amplifiers and oscillators. Printed circuits. Silicon-controlled rectifiers.
5	Prints and Installation Methods	General	Reproduction process. Basic drawing and sketching. Scaling drawings. Architectural symbols, coding, abbreviations. Change notices and orders. Revisions. Site plans. Transmittals, shop and as-built drawings. Specifications. Architectural plan views, elevations, details, concrete and structural drawings. Electrical and mechanical construction drawings and specifications; legends and notes, revisions, site plans, 1—line drawings, riser diagrams. Material take-off. Telephone, fire alarm, intercom, miscellaneous systems. Slab layout. Setting sleeves. Residential, commercial, industrial services. Sub-stations. Grounding and bonding. Pole line work and overhead wiring and lighting drawings, layout and code book use. Disconnect switches, and fuses, panels and breakers. Switch boards, motor control centres. Branch circuit wiring; systems and circuitry. Schematics; symbols, coding, legends, notes, sketching, circuit analysis.
6	Safety	General	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire protection; location, types, use and maintenance of fire fighting equipment. <i>The Occupational Health and Safety Act. The Workers' Compensation Act. The Electrical Safety Code made under the Power Corporation Act.</i> Handling and storage of flammable liquids, gases, acids, materials. Static electricity hazards. Spark-proof tool use. Safe use of hand tools, lifting, hoisting and rigging equipment, portable pneumatic and electric tools, electrical equipment and explosive actuated tools, welding equipment. Tank interior and access hole work precautions. Warning and tagging procedures. Radiation hazards. Good housekeeping.
7	Layout Procedures	Basic Measuring Tools Layout Techniques	Measuring with rule, scale, inside and outside calipers, micrometer, vernier calipers, height and depth gauges. Inspecting with a dial indicator. Fits and clearances. Laying out benchwork; use of bench layout tools, clamping devices. Laying out plates, frames, panels, boxes, enclosures, wiring runs, tubing, conduit. Laying out installations; use of layout tools, laying out conduit run, power supply, power panel, machinery, apparatus, lighting installations.
8	Trade Tools and Procedures	Non-Cutting Tools Cutting Tools Drilling and Reaming Techniques Threading Techniques Bending and Forming Techniques Fastening Techniques Miscellaneous Procedures	Holding work. Selecting and using hammers, screw drivers, wrenches and pliers. Identification of equipment. Selecting and using hacksaws, wood-cutting and masonry saws. Selecting, care and use of files. Cutting materials with hand cutting tools. Undercutting operations. Selecting and using chisels. Selecting and maintaining portable hand drills, twist drills and bits. Drilling holes with portable drills and drill presses. Reaming. Selecting threading tools. Threading externally with hand dies. Threading pipe. Threading internally with hand taps. Bending conduit. Bending bus bar. Fabricating a junction box. Selecting and installing fasteners. Bonding metals and other materials. Soldering with an iron, gun and torch. Brazing, gas and arc welding, flame cutting. Grinding with an offhand grinder. Levelling with a spirit level, water level and transit. Using wire pulling systems. Pulling operations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
9	Rigging	General	Erecting platform scaffolds. Erecting unit-type scaffolds. Selecting and hanging hoists. Selecting, installing and maintaining ropes and slings. Erecting ladders.
10	Conduits, Raceways and Busways	General Rigid Building Conduit Flexible Conduit and Fittings Surface Raceways Cable Trays and Ladders Non-Metallic Underground Duct Underfloor Duct, Cellular Floor Duct, Trench Duct Busways	Interpretation of drawings, specifications, codes and standards, manufacturers handbooks for type, size, location, application, fittings. Selection, cutting and joining, bending and forming conduit. Installing fittings. Fastening and supporting conduits, installing methods. Selection and installation methods. Selection and installation methods. Selection, cutting, joining and connecting. Installation methods. Selection and installation methods. Selection and installation methods.
11	Wire and Cable	General Wire and Cable Pulling, Terminating and Testing Extra Low Voltage Wiring Non-metallic Sheathed Cable Building Cables Underground Cable Free Air Conductors High and Extra High Voltage	Interpretation of drawings, schematics, specifications, relevant codes, standards and regulations, applications. Pulling in wire. Terminating wire and cable. Testing wire and cable insulation. Circuit finding. Selection and installation methods. Selection and installation methods. Connecting and insulating joints in boxes. Selection, application and installation methods. Installing armoured cable. Connecting cable to boxes. Selection. Placing cable in trenches. Installing cable in manholes and transformer vaults. Selection. Application. Installation methods. Selection of high voltage wiring. Application and installation methods.
12	Insulation	General	Interpretation of drawings, schematics, specifications, codes, manufacturers catalogues and service manuals for insulation type and application. Applying tape to conductors. Removing tape. Applying rigid insulation. Applying insulating liquids, paints, varnishes. Dipping and baking. Insulation tests. Insulation maintenance; cleaning, drying, repairing methods.
13	Bearings, Couplings, Shafts, Seals, Drives and Isolators	Miscellaneous Procedures	Lubrication; lubricant types and applications. Installation; interpretation of drawings, manufacturers' specifications and handbooks for installation methods. Maintaining and repairing; servicing, removing, installing and testing.
14	Storage Batteries	General	Interpretation of drawings, specifications, manufacturers' catalogues, service manuals, nameplate data. Selection, installing, removing, and servicing primary cells and storage cells.
15	Test and Measurement	General	Interpretation of drawings, nameplate data, service manuals. Relevant codes and regulations. Testing and measuring; types, characteristics, uses and calibration of equipment and devices. Testing for continuity. Measuring and calculating resistance. Measuring voltage, current. Measuring speed, checking mechanical balance. Measuring power and frequency. Determining phase sequence. Miscellaneous; taking torque measurements. Determining wave form with an oscillograph and oscilloscope.
16	Service Control and Protective Devices	General Switchgear Switches	Interpretation of drawings, specifications, manufacturers' catalogues, service manuals, nameplate data. Relevant codes, regulations, and standards. Selection and installation methods. Maintaining oil type and air type switchgear. Selection and installation methods. Inspection and maintenance procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Transformers Switchboard Meters Fuses and Circuit Breakers Overload Devices Network Balance	Selection, installation and connecting methods. Maintenance procedures. Measuring power with switchboard meters. Selection and installation methods. Maintenance procedures. Selective co-ordinating of interrupting capacity of current limiting or short circuiting devices within one system. Selection and installation methods. Maintenance procedures. Balancing factors and procedures.
17	Conversion	General Mechanical Devices Electronic Devices	Interpretation of drawings, specifications, schematics, installation and service manuals, nameplate data. Relevant codes and standards. Selection and installation of conversion machines. Servicing converters and motor generator sets. Repairing conversion machines. Selection and installation of electronic conversion devices. Servicing and repairing rectifiers.
18	Illumination	General Incandescent Lighting Fluorescent Lighting Quartz, Metal Arc and Vapour Lighting	Interpretation of drawings, specifications, manufacturers' catalogues and service manuals, nameplate data. Relevant codes and regulations. Use of hand books, tables, sliders, light meters. Selection and installation methods. Maintenance and servicing procedures. Selection and installation methods. Maintenance and servicing procedures. Selection and installation methods. Maintenance and servicing procedures.
19	Heating and Cooling	General Electric Heating High Frequency Heating Air Conditioning and Refrigeration	Interpretation of drawings, schematics, specifications, manufacturers' catalogues, service manuals, nameplate data. Relevant codes, standards and regulations. Selection and installation methods. Repair and servicing procedures. Selection and installation methods. Servicing and repair procedures. Servicing and repairing electrical components.
20	Motors and Generators	General Installation Techniques Maintenance Techniques	Interpretation of blueprints, shop drawings, specifications, manufacturers' catalogues, service manuals, schematics. Relevant codes, standards and regulations. Selection. Installing, wiring and connecting motors and generators. Lubricating motors and generators. Repairing, cleaning and servicing motor and generator components.
21	Control Devices	General Logic Magnetic Energy Conversion Sensing Transducers Solid State Control	Interpretation of blueprints, shop drawings, specifications, manufacturers' catalogues, service manuals, schematics. Relevant codes, standards and regulations. Selection of logic control systems. Installation methods. Testing, maintenance and repair procedures. Selection, installation and servicing procedures. Selection and installation methods. Repair and servicing procedures. Selection and installation methods. Repair and replacement procedures. Selection and installation methods. Repair and servicing procedures.
22	Control Systems	General	Interpretation of drawings, specifications, manufacturers' catalogues, service manuals, handbooks, nameplate data. Relevant codes, standards and regulations for components. Hydraulic, pneumatic and electronic control systems; selection and installation methods. Repair procedures.
23	Auxiliary Systems and Equipment	General	Interpretation of schematic and layout drawings, specifications, manufacturers' handbooks. Relevant codes and standards. Procedures for installing auxiliary systems. Installing and repairing detection and monition systems, time and program systems, communication systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
24	Measuring Devices	General	<p>Interpretation of drawings, specifications, manufacturers' catalogues, service manuals, handbooks, nameplate data. C.S.A. and underwriters approval. Weights and measures legislation.</p> <p>Selection and installation procedures for measuring and recording devices and transducers for; temperature, pressure, volume, flow, weight, linear measurement. Miscellaneous instruments for density, specific gravity, air condition, pH, gas analysis. Calibrating and adjusting, repair and servicing procedures.</p>

R.R.O. 1980, Reg. 32, Sched. 1.

Schedule 2**ELECTRICIAN****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practices (as detailed in Schedule 1)	General	<p>Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i>. The <i>Workers' Compensation Act</i>. The Electrical Safety Code made under the <i>Power Corporation Act</i>.</p> <p>Care and use of hand and power tools and equipment, test instruments, measuring and layout tools. Layout, cutting, drilling, reaming, threading, forming and bending. Fastening, welding, soldering. Grinding. Levelling. Wire and cable pulling. Rigging.</p>
2	Electrical Theory (as detailed in Schedule 1)	General	Familiarization with basic theory, D. C. fundamentals. A.C. fundamentals, basic electronics. Application to residential, commercial and industrial installations. Related formulae and calculations. Applicable codes, standards and regulations.
3	Prints and Installation Methods (as detailed in Schedule 1)	General	Interpretation and use of architectural, electrical, mechanical and structural drawings, specifications, change notices, shop and as-built drawings.
4	Conduits, Raceways and Busways	General	Installation of rigid building conduit, flexible conduit and fittings, surface raceways, cable trays and ladders, non-metallic underground duct. Underfloor duct, cellular floor duct and trench duct, busways.
5	Wire and Cable	General	Wire and cable pulling, terminating and testing. Circuit finding. Installation of extra low voltage wiring, non-metallic sheathed cable, building cables, underground cable, free air conductors. High and extra high voltage wiring.
6	Insulation	General	Taping conductors and removing tape. Applying rigid insulation. Applying insulating liquids, paints, varnishes; dipping and baking. Insulation testing and maintenance.
7	Bearings, Couplings, Shafts, Seals, Drives and Isolators	General	Lubrication. Installation. Maintaining and repairing; servicing, removing, installing and testing.
8	Storage Batteries	General	Installation, removal and necessary servicing of primary cells and storage cells.
9	Test and Measurement	General	Continuity testing. Measuring and calculating resistance. Measuring voltage, current. Measuring speed, checking mechanical balance. Measuring power and frequency. Determining phase sequence. Miscellaneous; taking torque measurements. Determining wave form with an oscillograph and oscilloscope. Use of test equipment and devices.
10	Service Control and Protective Devices	General	Installation of oil type and air type switchgear. Switches. Transformers. Switchboard meters. Fuses. Circuit breakers. Overload devices. Inspection and maintenance. Network balancing.
11	Conversion	Mechanical Devices	Installation of conversion machines. Servicing and repair of converters and motor generator sets.
		Electronic Devices	Installation of electronic conversion devices. Servicing and repair of rectifiers.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
12	Illumination	General	Installation of incandescent and fluorescent lighting, quartz, metal arc and vapour lighting systems. Maintenance and servicing.
13	Heating and Cooling	General	Installation of electric and high frequency heating and electrical components of air conditioning and refrigeration systems. Servicing and repair operations.
14	Motors and Generators	General	Installation, wiring and connecting of motors and generators. Lubrication, repair, cleaning and servicing motor and generator components.
15	Control Devices	General	Installation of logic, magnetic, energy conversion devices, sensing transducers, solid state control. Testing, repair, replacement and servicing.
16	Control Systems	General	Installation of hydraulic, pneumatic and electronic control systems. Maintenance and repairs.
17	Auxiliary Systems and Equipment	General	Installation of auxiliary systems. Detection and monition, time and program and communication systems. Maintenance and repairs.
18	Measuring Devices	General	Installation of measuring and recording devices and transducers for; temperature, pressure, volume, flow, weight, linear measurement. Miscellaneous instruments for density, specific gravity, air condition, pH, gas analysis. Calibrating and adjusting, repair and servicing.

R.R.O. 1980, Reg. 32, Sched. 2.

REGULATION 1052**FARM EQUIPMENT MECHANIC****1. In this Regulation,**

"certified trade" means the trade of farm equipment mechanic;

"farm equipment" means machinery and equipment used in farming operations but does not include motor vehicles or trailers registered for use on a highway under the *Highway Traffic Act*;

"farm equipment mechanic" means a person who,

- inspects, disassembles, adjusts, repairs, overhauls, assembles or reassembles and tests farm equipment,
- inspects, tests, adjusts and replaces components of self-contained coolers used on the farm exclusively for farm produce, and
- installs, inspects, maintains and removes automotive-type air-conditioning and heating systems for operator cabs on farm equipment. R.R.O. 1980, Reg. 33, s. 1.

2. The trade of farm equipment mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 33, s. 2.

3. Section 9 and subsections 10 (2), (3) and (4) of the Act do not apply to a person who works or is employed in the certified trade. R.R.O. 1980, Reg. 33, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- training and instruction at full-time educational day classes provided at the Ontario Agricultural College in the subjects contained in Schedule 1 or in courses that, in the opinion of the Director, are equivalent thereto; and
- practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 33, s. 4.

5.—(1) Subject to subsections (2), (3), (4) and (5) an apprentice

shall complete five periods of training and instruction of 1800 hours per period.

(2) An apprentice who is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, shall complete five periods of training and instruction of 1400 hours per period.

(3) An apprentice who is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto and also has successfully completed a pre-apprenticeship program approved by the Director, shall complete five periods of training and instruction of 1300 hours per period.

(4) An apprentice who has successfully completed Grade 10 in Ontario or has such other academic qualification that, in the opinion of the Director, is equivalent thereto and also has successfully completed a pre-apprenticeship program approved by the Director, shall complete five periods of training and instruction of 1700 hours per period.

(5) An apprentice who holds a certificate of qualification in the trade of motor vehicle mechanic or in the trade of heavy duty equipment mechanic, shall complete the fourth and fifth periods of training and instruction of 1800 hours per period. R.R.O. 1980, Reg. 33, s. 5.

6. Despite subsection 5 (5), a holder of a certificate of qualification in the trade of motor vehicle mechanic or in the trade of heavy duty equipment mechanic shall be eligible for examination for a certificate of qualification in the certified trade by submitting written evidence, satisfactory to the Director, of having had at least two years experience in the certified trade. R.R.O. 1980, Reg. 33, s. 6.

7. The rate of wages for an apprentice in the certified trade, whether for regular daily hours or for hours in excess of regular daily hours, shall not be less than,

- 50 per cent during the first period of training and instruction;

- (b) 60 per cent during the second period of training and instruction;
- (c) 70 per cent during the third period of training and instruction;
- (d) 80 per cent during the fourth period of training and instruction; and
- (e) 90 per cent during the fifth period of training and instruction;

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 33, s. 7.

8. The subjects of examination for an apprentice and for a certi-

cate of qualification in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 33, s. 8.

9. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus an additional apprentice for each journeyman employed by the employer in the certified trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the certified trade, one apprentice for each journeyman employed by the employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 33, s. 9.

10. A certificate of qualification in the certified trade remains in force until cancelled or suspended in accordance with the regulations. R.R.O. 1980, Reg. 33, s. 10.

Schedule 1

FARM EQUIPMENT MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics	Arithmetic Algebra	Fractions, decimal, ratio and proportion, percentage, measurement. Metric system-conversion factors. Related formula manipulation.
2	Science	Physics	Forces and their affects, friction, mechanical power transmission and heat energy. Velocity and acceleration. Force, mass and motion. Mechanical advantage, efficiency and horsepower ratings. Stresses and strains. Strength of materials. Heat and gases: coefficients of expansion (metals, alloys, coolants), effects of temperature and pressure changes.
3	General Shop Practice	Hand and Power Tools Benchwork Blueprint Reading Fastening Devices Safety Welding	Basic hand tools: selection, care and use of hammers, wrenches, pliers, files, hacksaws, chisels, punches and twist-drills. Basic operation of machine tools such as lathe, grinder, drill press. Operation of portable power tools such as drills, grinders, impact wrenches, etc. Uses of hand and power tools in repairing, reconditioning or replacement of mechanical parts and components. Repair innovations required in field situations. Layout and fitting. Soldering techniques, measuring tools such as rules, squares, feeler stock, calipers, verniers and micrometers. Fitting components and related parts; tolerances and clearances involved. Elementary Blueprint reading and isometric sketching techniques. Interpretation of schematic diagrams and exploded views related to typical farm equipment. Types of bolts, nuts, studs, screws and fittings. Thread identification. Tensile strengths and torquing. Cutting internal and external threads. Types of rivets, keys, springs, flat and lock washers and circlips. Thread lubricants. Safety rules and safe operating procedures. First aid (basic) and fire prevention. Toxic and explosive material. Good housekeeping. Oxyacetylene and arc welding and cutting techniques. Selection, use and care of equipment. Brazing and silver soldering. Fitting and joint preparation, metal identification. Position welding, hard facing, cutting and non-ferrous alloys. Repairing or rebuilding damaged or worn castings and ferrous components of farm machinery (engine components and agricultural machinery).
4	Internal Combustion Engines	Principles, Types, Uses and Major Systems	Elementary theory of operation of two and four stroke cycles. Gasoline and diesel engines theory. Application to agricultural equipment. Identification and characteristics and functions of fuel, lubrication, cooling, electrical and exhaust systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Fuel Systems	Carburetion principles. Fuel/air ratio. Vapourization and atomization. Mixtures. Detonation and pre-ignition. Fuel pump types and their operation. Fuel tanks, filters and lines. Venting. Single barrel carburetors, up, side and down draft, characteristics and operation. Fuel injection systems, their components and operation. Servicing and repair procedures.
		Diesel Engines	Detailed examination of Diesel engines, principles and components. Inspection, calibration and repair of fuel systems with particular emphasis on pumps and injectors.
		Lubrication Systems	Types of engine lubrication systems—wet and dry sump. Splash and dip feeds. Oil pump types. Pressure indication and control. Crankcase ventilation. Servicing and repair procedures. Lubricants applicable-characteristics and classifications.
		Cooling Systems	Air and liquid cooling. Radiators, thermostats, hose, pumps and fans. System servicing and repair.
		Electrical System	Basic electrical fundamentals. Units of electricity, Ohm's Law. Electron flow. Series and parallel circuits. Voltage drop electrical measurement. Typical internal combustion engines electrical circuits. Switches and instruments used in engines. Batteries, ignition coils primary and secondary circuits. Spark plugs, distributors, alternators, generators and regulators. Starter motors. Servicing, repair and overhaul procedures.
		Repair and Overhaul Procedures	Complete repair and overhaul of gasoline and diesel engines, including lubrication, cooling and fuel systems. Pump timing and injection cleaning. Trouble shooting techniques.
5	Hydraulics	Principles and Components	Basic hydraulic principles. Pascal's Law. Typical systems arrangement. Components and their operation such as pumps, cylinders, valves, filters, lines, reservoirs, accumulators and couplings. Hydraulic fluid, seals and packing.
		Tractor and Agricultural Machinery Systems	Inspecting, servicing, repairing and overhauling procedures for complete hydraulic systems used in tractors and farm machinery. Trouble shooting techniques.
6	Farm Tractors	Servicing, Repair and Overhaul	Inspection, servicing, repair and overhaul procedures for tractor components such as clutches, gear transmissions, differentials, brakes and steering systems. Trouble shooting.
7	Agricultural Machinery	Principles and Types	Variety of farm machinery and their functions under local and Ontario conditions. Principles of operation and types of plows, discs, seeders, sprayers, fertilizer spreaders, combines, mowers, conditioners, forage harvesters, balers.
		Assembly and Operation	Assembly techniques for various machines and components. Use of proper tools and handling equipment. Importance of following manufacturer's manuals. Adjustments and checks involved. Fits, clearances, tolerances, torques.
		Inspection, Repair and Overhaul	Pre-delivery inspection requirements, routine servicing and periodic maintenance criteria. Proper operating requirements for various types of machines. Adjustments. Repair and overhaul procedures applicable.
8	Estimating and Shop Management	Estimating and Ordering	Economic principles in repair procedures. Labour, material and overhead. Typical estimating techniques. Parts ordering, stock procedures, inventory control. Shop organization.
		Quality Control Public Relations	Awareness of manufacturing methods. Acceptable standards. Employee attitude, responsibility. Warranties, complaints, courtesy. Communications.
9	Soils and Crops	Soils	General nature of soils. Changes due to cultivation. Relationship between water, soils and plants. Organic matter, fertilizer mixtures and programs for various crops. Soil management—heavy, light and medium texture soils. Soil conservation and erosion. Farm planning.
		Crops	Ontario basic grain and forage crops: principles and practices, local applications. Types of crops, their classification importance, adaptation and rotation. Climatic factors locally and Southern Ontario. Growing season, crop distribution and varieties. Tillage and cultivation factors. Seed bed preparation and seeding methods. Weed control. Crop harvesting techniques.
10	Air-Conditioning and Refrigeration	Automatic Air-Conditioning Systems	Types of cab air-conditioning systems. Principles of operation, inspection, service and repair procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Self-Contained Cooling Systems	Types of self-contained coolers used for milk, fruit, eggs and vegetables. Principles of operation, inspection, servicing and repair procedures.

R.R.O. 1980, Reg. 33, Sched. 1.

Schedule 2**FARM EQUIPMENT MECHANIC****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	Safety	Safety rules and safe operating procedures. First Aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, fuel oils, lubricants and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.
		Hand Tools	Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones.
		Power Tools	Use and care of portable air and electric drills, impact tools, grinders. Machining tool operations of lathe, power hacksaw, grinder, drill press, etc.
		Benchwork	Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder. Grinding of drill bits, chisels, etc. Fitting bearings; bushings; honing; cutting and flaring tubing. Soldering. Gasket making. Oxyacetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.
		Measuring Instruments	Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, trammel gauges, pressure gauges.
		Fastening Devices	Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.
		General Shop Equipment	Capacities and correct usage of floor cranes, hoists, jacks, stands, blocking, shop and portable hydraulic presses and pullers. Operation and maintenance of degreasing and steam-cleaning equipment and air compressors. Capacities and use of tow trucks and related recovery equipment.
2	Internal Combustion Engines	Operation, Testing and Adjustment (Gasoline & Diesel)	Familiarization with engine types, components and correct operation. Recognition of abnormal engine noises and exhaust. Vacuum and compression testing. Identification of effects of cylinder and bearing wear, defective valves, gaskets, seals, incorrect valve timing, lubricant and coolant temperatures on engine performance. Torquing heads and manifolds. Adjusting valve lash.
		Engine Reconditioning	Engine and component disassembly, cleaning, inspection, repair, reconditioning or replacement. Boring, sleeving, honing, grinding, alignment and fitting operations. Re-assembly of engines and components. Fits, clearances and tolerances. Valve timing. Torquing. Engine testing.
		Lubricants	Familiarization with lubricant characteristics, classifications and ratings; contamination and deterioration, frequency of change intervals.
		Lubricating Systems	Familiarization with types, operation and requirements. Servicing, overhaul or replacement of pumps, screens, oil lines and filters. Testing servicing and adjustment of pressure regulators, controls and crankcase ventilation systems.
		Cooling Systems	Air and liquid cooled pressurized systems. Inspection, testing, overhaul or replacement of blowers, fans, water pumps, drives, radiators, shrouds and shutters, manifolds, thermostats, hoses and connections, temperature indicators, immersion heaters, transmission oil coolers, filter units. Radiator reverse flushing and flow-testing; use of cleaning agents, coolant additives, sealers. Testing anti-freeze solutions.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Fuel Systems (Gasoline)	Mechanical fuel pumps, vacuum and electric. Testing, repair, overhaul or replacement of pumps, tanks and supply lines. Carburetors; types, operation, circuits and systems. Air Cleaners. Testing, adjusting, cleaning, overhaul and tune-up operations.
		Fuel Injection Systems	Pre-combustion chambers, air cells, energy cells. Dual fuel engines. Manifolds. Air cleaners. Air heaters. Blowers and turbo-chargers. After-coolers. Fuel tanks, lines, air traps, filters, water traps, primary transfer pumps, pressure regulating valves. Hydraulic, distributor, pressure-time injection pumps. Hydraulic, mechanical P.T., unit injectors. Fuel injection and air induction system inspection, adjustment, overhaul and testing operations. Timing and calibrating pumps and testing injector operation. Bleeding systems. Timing pumps to engines. Governors and controls. Speed/load adjustments and overhaul operations. Shutting-down over-speeding engines.
3	Belt and Chain Drives	Installation and Maintenance	Inspecting, installing, aligning and adjusting; "V" belts, pulleys, chains and sprockets.
4	Exhaust Systems	Mufflers, Pipes and Components	Back pressure checks. Replacing exhaust systems.
5	Electrical Systems	Electrical Circuits	Identification, tracing and testing of circuits. Use of voltmeters, ammeters, and ohmmeters. Joining, splicing, soldering and insulating wires and cables. Removal and installation of terminals, connectors, plugs, resistance, fuses, circuit breakers, conduit.
		Switches and Instruments	Switches, relays and gauges, meters, indicator lights, rheostats, resistors, capacitors and semi-conductors. Testing, repair and replacement.
		Batteries	Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Activation of dry-charged batteries. Battery heaters.
		Coil Ignition Systems	Ignition coil inspection, testing and replacement. Testing primary and secondary circuits. Replacement of primary and high tension wiring, primary circuit switches and resistors. Distributor tests. Inspection and overhaul procedures. Lubrication. Installation and timing. Synchronizing dual points and distributors. Engine speed adjustments.
		Magnetos, Impulse Couplings	Inspection, testing, adjusting overhaul and timing.
		Spark Plugs	Analyzing deposits. Testing, cleaning, gapping and installing.
		Charging Systems D.C. Generators A.C. Generators	Inspection and testing of generators, alternators, regulators, relays, wiring and ground circuitry. Removing, overhauling or replacing and re-installing. Polarizing generators. Lubrication. Replacing transistor diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Inspecting and testing starting circuits, motors, drive units, switches, solenoids, cables and wiring. Removing, overhauling, testing and re-installing. Lubrication.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel starting aids: glow plugs, air heaters, flame primers, ether capsules. Air and hydraulic starter motor systems. Testing, repairing or replacing components.
		Lights	Circuits. Bulb and seal beam units. Lenses and holders. Signal lights; flasher units. Aiming, testing, installing and repairing lights and wiring.
		Heaters and Defrosters	Testing, adjustment or replacement of blower motors, actuating or control systems.
		Horns	Electric and air/vacuum types. Electric circuits and relays, air/vacuum horn, horn controls. Testing, adjusting or replacement.
		Windshield Wipers and Washers	Electric single and multi-speed air vacuum types. Speed controls and washers. Overhaul, repair or replacement.
6	Power Trains	Clutches	Single and multi-plate; mechanical and hydraulic operated controls; servicing and adjustment. Inspection, overhauling and re-installation. Control adjustments and clearances. Testing.
		Manual Shift Transmissions	Standard transmissions; constant mesh and sliding gear. Direct and remote controls, power assist mechanisms, overdrives, auxiliary drives. Servicing and adjustments. Removal, inspection, overhaul and re-installation. Control adjustments. Lubrication. Testing.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Drive Shafts	Open drive shafts, center or support bearings, universal joints, flexible couplings slip joints and enclosed drive lines. Dis-assembly, overhaul or relubing; re-assembly and re-installation.
		Axles and Differentials	Live axles. Multi-speed, tandem drive, trans-axes, standard and torque proportioning differentials, front driving axles, wheel planetary drives. Axle and differential control mechanisms; mechanical, electrical, air or vacuum operated. Testing, adjusting overhaul procedures. Axle bearings. Removing, relubing, replacing, adjusting or torquing. Oil seal replacement. Removing, overhauling and reinstalling axles and differentials. Lubrication.
7	Running Gear	Front Suspension (Solid Axle)	"I" beam and trunnion mounted types. "A" frames, radius rods. Servicing and straightening procedures. Correction of caster, camber, toe-in, and kingpin inclination.
		Suspension Systems	Leaf springs, helper springs, mountings and related parts. Coil spring, torsion bar and air/hydraulic, nitrogen/hydraulic suspension systems. Shock absorbers, stabilizers, hangers and suspension control rods. Inspecting, overhauling suspensions and related components. Torquing. Lubrication.
		Chassis and Main Frames	Wheeled equipment. Crawler-base equipment; "A" frames, base, arch and deck frames. Equalizer bars. Pivot shafts. Draw bars. Articulated frames. Inspection, repair and aligning. Heat straightening. Rivetted, welded and bolted frame repairs.
		Steering Systems	Cam and lever, worm and roller, worm and sector, re-circulating ball types. Steering linkage, bushings and joints. Pumps, control valves and steering cylinders. Leaning wheel mechanisms. Multiwheel steering. Inspection, adjustment and overhaul operations.
		Wheel and Rims	Removing and re-installing wheels and rims. Inspecting, repairing and servicing. Checking run-out.
		Tire and Tubes	Inspection and identification of tire wear and faults. De-mounting and mounting tires. Tire, tube and valve repair. Inflation precautions. Tire weighting to improve traction.
8	Brake Systems	Service Brakes	Hydraulic, air, air-hydraulic and electric systems. Air compressors, unloader valves, governors, reservoirs; emergency relay valves, treadle controls, quick release valves, protection valves, low pressure indicators, flexible hoses and fittings. Brake chambers, slack adjusters, brake shoes and linings, anchor pins, camshafts, brake drums. Master cylinders and wheel cylinders. Inspection, overhaul, re-conditioning, re-assembly adjustment and testing of brake assemblies and systems.
9	Air-Conditioning and Refrigeration	Automotive Type Air-Conditioning Systems	Inspection, servicing and repair of cab air-conditioning systems and components.
		Self-Contained Cooling Systems	Inspection, servicing and repair of milk, fruit, egg and vegetable coolers.
10	Hydraulics	Basic Principles	Hydraulic principles; Pascal's Law. Basic hydraulic systems and schematics. Applications. Safe working practices.
		Pump Units	Vane, gear and piston pumps. Positive displacement, fixed and variable delivery. Inspection, testing and overhaul.
		Hydraulic Cylinders	Single and double acting, single and double end. Cushion rings and plungers. Seals and packings. Inspection, servicing and overhaul.
		Hydraulic Valves and Lines	Flow; check, flow-control divider, types. Pressure; relief (simple and compound) differential, modulating, safety, types. Control; spool, 2-way, 4-way, types. Inspection, testing, servicing and overhaul procedures. Hydraulic lines, hoses and fittings. Installation and maintenance operations.
		Reservoirs and Accumulators	Reservoir cleans-out, filters, strainers, baffles, breathers. Fluid coolers. Heaters. Spring loaded and gas charged (nitrogen) accumulators. Servicing and overhaul operations.
		Hydrostatic Drives	Prime movers, pumps, motors; valve controls. Constant torque/variable horsepower, constant horsepower/variable torque, variable horsepower/variable torque types. Servicing and overhaul operations.
11	Agricultural Machinery	Field Equipment	Mowers, planters, sprayers, balers, forage harvesters, mixer-grinders, combines, etc. Principles of operation, inspection, repair and overhaul procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Accessories and Equipment	Inspection, repair and overhaul operations. Repair or replacement of cutting edges and wear points. Adjustment and overhaul of controls. Blocking and loading operations.

R.R.O. 1980, Reg. 33, Sched. 2.

REGULATION 1053**FITTER (STRUCTURAL STEEL/PLATEWORK)**

1. In this Regulation,

“certified trade” means the trade of fitter (structural steel/platework);

“fitter (structural steel/platework)” means a person who,

- (a) reads and interprets drawings, specifications and bills of material, reference charts and tables,
- (b) selects mechanical measuring, checking, layout tools and devices,
- (c) assembles metal plates and metal sections to form a complete unit, to the limits of accuracy shown on the shop drawings, connecting components by tack welding or bolting,
- (d) performs measuring, checking, layout operations and selects work piece materials and is familiar with the operation of straightening machines and equipment, and
- (e) safely turns and handles individual pieces or complete assemblies using cranes or other lifting equipment,

but does not include a person or class of persons in a limited purpose occupation that, in the opinion of the Director, does not equate with the definition of fitter (structural steel/platework). R.R.O. 1980, Reg. 34, s. 1.

2. The trade of fitter (structural steel/platework) is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 34, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of three periods of related training and work experience training of 1800 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 34, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 34, s. 4.

5. The rate of wages for an apprentice in the certified trade,

whether for his or her regular daily hours of work or for hours of work in excess of his or her regular daily hours of work, shall not be less than,

- (a) 60 per cent during the first period;
- (b) 70 per cent during the second period; and
- (c) 80 per cent during the third period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade. R.R.O. 1980, Reg. 34, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where, the employer is a journeyman in the trade one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 34, s. 6.

7. Despite section 6, on the recommendation of the provincial advisory committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 34, s. 7.

8. The Director shall issue a progress record book to an apprentice for the purpose of recording the apprentice's related training and work experience training time and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. R.R.O. 1980, Reg. 34, s. 8.

9. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 34, s. 9.

10.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 34, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 34, s. 11.

Schedule 1**FITTER (STRUCTURAL STEEL/PLATEWORK)****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Administration	To familiarize the apprentice with school administrative procedures.
2	Safety	Safe work habits. Personal protective clothing. Precautionary measures against accidents. Safe use of power tools and equipment. <i>Occupational Health and Safety Act, Workers' Compensation Act.</i>
3	Measuring and Layout Tools	Care and use of trade related measuring tools.
4	Trade Tools	Care and use of trade related hand and power tools.
5	Trade Machinery	Care and use of trade related power operated machinery.
6	Layout and Fitting	Layout and fitting of beams, columns, detail and platework. Alignment, levelling, fitting and assembly of structural steel/platework fabrications.
7	Fasteners and Fastening Techniques	Identification and use of fastening devices and anchors common to the trade.
8	Materials handling	Proper use of lifting and moving devices. Load weight and balance. Hand signals. Principles and practices of safe slinging and hoisting.
9	Heat Distortion and Heat Straightening	Causes of distortion. Methods of controlling heat distortion. Heat straightening.
10	Interpretation of Shop Drawings	Principles of drawing and sketching. Interpretation of shop drawings, welding symbols, bevels and abbreviations. Types and characteristics of structural shapes.
11	Bending and forming	Principles and practices of material bending. Layout for bending. Allowances for material loss.
12	Template Development	Types and uses of templates. Making templates, jigs and fixtures.
13	Plate Development	Cylinder, hopper and cone development. Transition pieces.
14	Oxy-Fuel Gas Cutting	Proper use of hand cutting and machine cutting equipment.
15	Inspection	Knowledge of visual, dimensional, mechanical, pressure and non-destructive examination techniques.
16	Arc Welding	Identification and use of arc welding equipment. Techniques of tack welding. Joint preparation and fit up.
17	Trade Calculations	Trade related mathematical calculations. Common and decimal fractions. Squaring methods. Metric conversion.
18	Trade Communications	Effective communications. Trade terminology.

R.R.O. 1980, Reg. 34, Sched. 1.

Schedule 2**FITTER (STRUCTURAL STEEL/PLATEWORK)****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Work Experience Training
1	Safety & Plant Orientation	Knowledge of safe practices. Recognition and removal of hazards. Protective clothing and equipment. Good housekeeping.
2	Measurement and Layout Tools	Identification, selection, care and use of tapes, rules, squares, bevel squares, straightedges, calipers, dividers, trammels, transits, centre punches, chalk lines, plumbs, levels, protractors, micrometers.
3	Hand Tools	Care and use of hammers, sledges, chisels, hacksaws, taps and dies, drills, files, drifts, punches, prybars, bolt cutters, wrenches. Familiarization with tool crib procedures.
4	Power Tools	Identification, selection, care and use of impact wrenches, torque wrenches, portable electric drills, grinders, tube expanders, chippers, reamers.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Work Experience Training
5	Trade Machinery	Familiarization with the set-up operation, and capacities of plate and structural steel fabrication machinery.
6	Material Handling	Identification, selection, care and safe operation of material handling equipment. Material slinging and moving procedures. Erection and use of ladders and scaffolds. Identification and use of slings, hooks, hoists, jacks, rollers, roller conveyors, ropes and cables. Hand signals. Determining weights of loads.
7	Layout	Interpretation of drawings, specifications and bills of material. Determination of work procedures and operations sequence. Material recognition and selection factors. Use of shop formulae to locate lines, centres, angles, bends and radii, allowing for shrinkage and expansion. Applications of patterns and templates. Layout of structural steel fabrications and platework. Use of jigs and fixtures for repetition production.
8	Oxy-Fuel Gas Equipment	Set-up, operation and maintenance of equipment. Oxy-fuel gas heating. Torch cutting.
9	Arc Welding	Familiarization with shielded metal arc welding (SMAW) and gas metal arc welding (GMAW). Familiarization with the control of distortion by the proper sequence of weld, straightening and stress relieving. Tack welding of low carbon steels and alloy steels.
10	Fitting and Assembling	Alignment, levelling, fitting and assembly of structural steel/platework fabrications.
11	Fastening	Familiarization with types, sizes and uses of bolts, washers, anchor bolts, studs, pins and rivets. Determining the hole tolerances. Torquing techniques.
12	Inspection	Familiarization with visual, dimensional, mechanical, pressure and non-destructive examination techniques.

R.R.O. 1980, Reg. 34, Sched. 2.

REGULATION 1054**FUEL AND ELECTRICAL SYSTEMS MECHANIC****1. In this Regulation,**

“certified trade” means the trade of fuel and electrical systems mechanic;

“fuel and electrical systems mechanic” means a person engaged in the repair and maintenance of motor vehicles who,

- (a) repairs and adjusts fuel systems,
- (b) installs, repairs and removes ignition systems, generators, alternators, starters, coils, panel instruments, wiring and other electrical systems and equipment,
- (c) performs a complete tune-up of an engine, and
- (d) installs, inspects, maintains and removes motor vehicle air-conditioning systems;

“motor vehicle” means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under the *Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,

- (a) operated only on rails,
- (b) used for transportation solely within an employer's actual place of business, or
- (c) used for farming operations but not used for carrying a load. R.R.O. 1980, Reg. 35, s. 1.

2. A fuel and electrical systems mechanic may also,

- (a) repair, change and balance wheels and tires;
- (b) change oil in motor vehicles or lubricate motor vehicles, including lubricating the front wheel bearings and drive shaft;
- (c) supply motor vehicles with anti-freezing solutions;
- (d) replace cooling-system hoses, engine-driven belts, and thermostats; and
- (e) perform any other duties normally performed by a service station attendant. R.R.O. 1980, Reg. 35, s. 2.

3. The trade of fuel and electrical systems mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 35, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 35, s. 4.

5.—(1) Subject to subsections (2) and (3), an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) An apprentice who is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto,

shall complete three periods of training and instruction of 1600 hours per period.

(3) An apprentice who is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, shall complete three periods of training and instruction of 1200 hours per period. R.R.O. 1980, Reg. 35, s. 5.

6. A person is exempt from subsection 10 (2) of the Act if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade. R.R.O. 1980, Reg. 35, s. 6.

7. The rate of wages for an apprentice in the certified trade

whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 35, s. 7.

8. The subjects of examination for an apprentice are the subjects set out in Schedules 1 and 2. R.R.O. 1980, Reg. 35, s. 8.

Schedule 1

FUEL AND ELECTRICAL SYSTEMS MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics	Arithmetic Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes. Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letters and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety Hand Tools Power Tools Benchwork Measuring Instruments Fastening Devices General Shop Equipment	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping. Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, drill bits, reamers, vises, taps and dies. Stud extractors. Hones. Use and care of portable air and electric drills, impact tools. Cutting with hacksaw, filing, scraping, drilling, use of drill press. Use of bench grinder; grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxyacetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment. Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators and pressure gauges. Purpose and types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Purpose and types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds. Capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steamcleaning equipment. Operation and maintenance of air compressors. Capacities and use of tow trucks and related vehicle recovery equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
6	Internal Combustion Engines	Principles, Types and Definitions	Principles of operation. Two and four stroke cycles. Engine types—single and multi-cylinder, in-line, slanted, “V” types, flat or pancake. Definition of bore, stroke, combustion, piston displacement, clearance volume, swept volume, compression ratios and pressures, horsepower, torque. Engine formulae. Heat transfer. Combustion chamber design and efficiency.
		Engine Components	Types, purpose and function of major engine components: Cylinder blocks. Pistons, connecting rod and crankshaft assemblies. Bearings. Cylinder heads, valves and valve trains. Gaskets. Manifolds. Flywheels. Effects of cylinder wear and defective valves, etc., on engine performance. Valve timing. Torquing procedures. Engine testing. Vacuum and compression tests. Valve lash.
		Types and Classification of Lubricants	Characteristics of lubricants: Detergent, nondetergent, S.A.E. viscosity ratings, A.P.I. classification. Additives. Oil contamination and deterioration.
		Lubricating Systems	Types of engine lubricating systems, pumps, screens and filters; full-flow and by-pass types. Pressure indication and control. Crankcase ventilation. Servicing and overhaul procedures.
		Cooling Systems	Air and liquid cooled systems. Blowers, water pumps, fans and drives. Radiators. Thermostats. Hoses and connections. Temperature indicators. Automatic transmission coolers. Pressurized systems. Coolant, additives, sealers and anti-freeze. Cleaning agents. Reverse flushing. Radiator flow testing. Immersion heaters. System repair and overhaul procedures.
		Fuel Systems (Gasoline)	Mechanical fuel vacuum and electric pumps. Pressure, volume and vacuum tests. Tanks and supply lines. Repair and overhaul procedures. Carburetion; Fuel/air ratio. Characteristics of carburetors. Single, double and 4-barrel types. Up-draft, side and down draft, etc. Carburetor operation; atomization, vapourization, weight of fuel and air, venturi. Carburetor circuits and systems. Float, choke, idle, main-metering, power and accelerating circuits. Heat riser valves, heat insulators and choke tubes. Cleaning and overhaul procedures. Cleaning solvents. Effects of carburetor adjustments on engine performance. Tachometer and vacuum gauges. Effects of percolation, altitude and atmospheric changes, valve overlap and excess heat, incorrect float level. Balancing multi-carburetors. Adjustments to electrical mechanisms, switches, operating linkage. Effect on automatic transmission operation. Locating excess vacuum leaks. Torquing intake manifolds. Effect of air cleaners on engine performance. Analyzing exhaust gases. Relationship between air fuel mixture and exhaust gas. Tune-up procedures. Testing, maintaining and replacing positive crankcase ventilation systems, dash pots, throttle return checks, anti-stall devices.
		Fuel injection Systems	Characteristics and operation of fuel injection systems, injectors and pumps. Governors. Fuel filters. Servicing and overhauling fuel injection systems. Test equipment and test procedures. Cleanliness. Fuel injection timing. Air induction systems. Starting systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of L.P.G. systems. Charging L.P.G. tanks. Principles of operation using vaporizing oils.
7	Belt Drives	“V” Belt Installation	Characteristics of “V” Belts. Inspecting, installing and adjusting.
8	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Features of exhaust systems, single dual and resonators with mufflers. Dual exhaust systems, cross-over pipes and heat riser passages. Back pressure checks. Emission control systems; inspection and servicing.
			Characteristics of insulators, hangers, brackets and clamps. Replacing complete exhaust systems or parts. Expansion and contraction. Stress relieving of system. Exhaust gas leaks.
9	Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Series and parallel circuits. Voltage drop. Use of voltmeter, ammeter and ohmmeter. Conductors and insulators.
		Automotive Electrical Circuits	Characteristics of typical circuits. Voltages and currents. Ground circuits. Automotive wire and cables. Insulation materials. Flexibility. Resistance. Joining, splicing and soldering of wires and cables. Insulating. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances and fuses. Identification and tracing of circuits.
		Switches and Instruments	Function of automotive electrical switches, relays and instruments. Indicator lights. Rheostats, resistors, capacitors and semi-conductors. Test, repair and replacement procedures.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Batteries	Principles, characteristics and function of lead acid batteries. Electro-chemical action. Electrolyte. Voltage developed. Ampere hour ratings. Sulfation. Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging rates. Charging and handling hazards. Dry-charged batteries. Activation procedures.
		Ignition Systems (Conventional Distributors)	Function, mounting and driving of distributors. Single, tandem, double headed, dual contact points, impulse generators for semi-conductor systems, etc. Internal electrical circuits. Cam lobes, single and double contact points, dwell angle, condensers. Centrifugal and vacuum advance. Secondary voltage distribution. Radio suppression. Ignition timing. Distributor tests on and off vehicle. Distributor inspection and overhaul procedures. Replacement of shafts and bushings; contact point cleaning, replacement and adjustment, alignment and spring tension, gap-dwell settings; lubrication of cams, pivots and advance mechanisms. Installation and timing. Synchronizing dual points and distributors. Engine speed settings.
		Ignition Coils	Characteristics and function. Coil polarity, secondary voltage range, internal and external resistors, temperature effects. Saturation period and coil output. Coil Testing equipment; output, insulation and polarity tests.
		Primary Circuit Switches and Resistors	Characteristics. Safety features—automatic transmission and theft protection. By-passing primary circuit resistance for starting.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Effects of suppression equipment on tests. Arcing corrosion. Replacement of primary and high tension wiring.
		Transistor and Transistorized Ignition Systems	Characteristics and application of diodes and transistors used in automotive ignition systems. Transistor and transistorized systems. Fundamentals of operation. Timing procedures. Test equipment. Testing and repair procedures.
		Spark Plugs	Characteristics and operation. Ionization, negative polarity, temperature control and heat ranges. Radio suppression. Analyzing deposits. Testing, cleaning, filing, setting and installing. Tightening torques.
		D.C. Charging Systems (Generators)	Characteristics. Internally and externally grounded fields. Positive and negative grounded systems. Generator construction. Principles of generator operation. Electro-magnetic induction. Electrical and magnetic circuits. Commutation.
		Regulators	Construction features. Two and three unit, double contact, heavy duty and carbon pile regulators. Principles of operation. Voltage and current regulation; cut-out relays. Temperature compensation.
		A.C. Charging Systems (Alternators)	Characteristics. Internally and externally grounded fields. Positive and negative ground systems. Internally and externally grounded systems. Alternator construction. Principles of operation. Electromagnetic induction. Electrical circuits ("Y" and delta). Magnetic circuits. Rectification. Current limitation. A.C. regulators and relays; Vibrating contact, transistorized, transistor types. Principles of regulator and relay operation. Voltage regulators, field relays, indicator light relays. Temperature compensation.
		Inspection, Testing, and Repair	Inspection, and test procedures for generators, alternators, regulators, relays, wiring and ground circuitry. On and off vehicle tests. Removing, disassembling, cleaning, overhauling, testing and reinstalling generators, alternators, regulators and relays. Cleaning agents. Lubricants. Polarizing generator. Contact cleaning, replacing and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Characteristics. Construction features. Principles of operation. Electro-magnetism. Electric circuits, magnetic circuits. Series and compound cranking motors. Commutation. Operation of starter motor drive units. Bendix, Dyer, over-running clutch, etc. Flywheel ring gears. Operation of motor solenoids and switches. Solenoid circuits. Neutral safety switch. Inspecting and testing starting circuits; motors, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and reinstalling. Cleaning agents. Lubricants. Testing and servicing component parts of motor.
		Special Starting Systems	Operating principles. Series parallel switches. Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow Plugs). Testing, repairing or replacing components.
		Lights	Type and characteristics of lights. Rating of bulbs and seal beam units. Candle power, and wattage. Lenses and holders. Signal lights; flasher units, radio interference. Series and parallel circuits. Circuit fuses. Ground circuits. Aiming, testing, installing and repairing lights.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Horns	Characteristics. Electric and air/vacuum types. Horn operation. Electrical circuits and relays. Amperage draw. Air/vacuum horn controls. Fuses. Inspecting and adjusting horns.
		Electric Windshield Wipers	Characteristics and operation; electric single and multi-speed and vacuum types. Drives and linkage. Arms and blades. Speed control. Fuses. Washer cycling. Overhaul and repair procedures. Replacing and adjusting wiper blades and arms.
		Windshield Washers	Characteristics. Automatic operation and cycling. Manual operation. Installing, repairing or replacing windshield washers and controls. Aiming fluid nozzles.
		Power-Assist Systems	Characteristics of electrical and electro-hydraulic power assist mechanisms and circuits. Windows, tailgates, convertible tops, seats, etc. Inspection, servicing and overhaul.
		Heaters and Defrosters	Types, characteristics and operation. Component features. Methods of testing, adjustment or replacement of blower motors, actuating and control systems.
10	Air-Conditioning and Refrigeration Systems	Refrigeration Principles	Heat transfer; conduction, convection, radiation. British thermal units. Latent heat of vaporization; effects of liquid change to vapor and vapor to liquid. Effects of pressure on boiling point and condensation. Refrigerant. The basic refrigeration system. Air induction and condensation removal systems.
		System Components	Types, characteristics and operation. Drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits. Refrigerant (Freon - 12), refrigeration oils, pressure lines and fittings.
		Inspection and Maintenance	Safety precautions and correct use of safety equipment. Inspection, testing, adjustment, overhaul and replacement procedures. Use of gauges and test equipment. Importance of exercising system. Oil level checks and replenishment procedures. Testing for leaks. Purging, evacuating and recharging procedures. Procedures for installation and removal of motor vehicle air-conditioning and refrigeration systems.
11	Lubrication	Types and Classification of Lubricants	Identification, properties and characteristics of oils: Heavy duty (detergent), regular (non-detergent). S.A.E. viscosity ratings. A.P.I. classifications. Other types of oils and greases. Additives. Frequency of change intervals.
		Engine Lubricating Systems	Function. Lubricant feeds, oil pumps, pressure control. Inspection procedures. Detection of leaks. By-pass and full-flow oil filters; maintenance and replacement. Flushing lubricating systems. Correct levels. Positive crankcase ventilation systems; inspection, testing and servicing.
		Open Drive Shafts	Characteristics; support bearings, universal joints, slip joints. Lubrication and sealing. Disassembly, relubing, reassembly and reinstallation. Torquing universal trunnions.
		Driving Axles and Differentials	Characteristics; gears and bearings. Oil sealing and venting. Lubricants. Filling and checking oil levels.
		Standard Transmissions	Characteristics; gears, bearings, components. Lubricants. Draining and refilling. Correct levels.
		Automatic Transmissions	Characteristics of operation. Cleanliness. Transmission fluids. Oil seals and vents. Draining, refilling and checking fluid levels.
		Suspension Systems	Lubricating suspension components and friction proofing spring leafs. Sealed systems.
		Steering Systems A (Manual)	Characteristics of steering box gearing. Lubricants. Filling and checking levels.
		B (Power)	Characteristics of power steering systems. Oil seals and vents. Types of fluid, capacities. Filling and checking system levels.
		C (Linkages)	Characteristics; bushings and joints. Methods of sealing and lubricating movable steering joints. Sealed systems.
		Front Wheel Bearings	Types and characteristics. Lubrication; adjusting or torquing. Replacing oil seals.
		Generators, Alternators, Starters	Types and characteristics of bearings used. Bushes, ball bearings; lubricated and prepacked lubricant type. Correct type and amount of lubricant where necessary.
		Miscellaneous Linkage and Cables	Throttle, clutch, gearshift, and emergency brake linkage. Lubricant and lubrication methods where necessary.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
	Wheels and Tires	Carburetor Air Cleaners	Types and characteristics of air cleaners and filters. Inspection, maintenance and replacement.
		Lubrication Certification	Certification of lubricant and filter changes and relubing of bearings and components. Extended warranties.
		Wheels and Rims	Types and characteristics; single and dual. Removal and installation. Wheel wrenches. Wheel to hub fastening and locating devices. Handling heavy wheels and tires. Inspecting and servicing. Runout.
		Tires, Tubes and Valves	Types, sizes, characteristics and application. Demounting and mounting. Equipment and lubricants. Repairing tires, tubes and valves. Tire inflation precautions. Inspection for damage, wear and faults. Tire rotation. Retreads.
	Running Maintenance Inspections	Balancing Wheels and Tires	Wheel balancing equipment. Balancing wheels and related parts. Static and dynamic balance. Weight installation.
		Inspection Procedures	Development of quick visual checking procedures for excessive wear and looseness in steering linkage, components and wheel bearings. Buckled wheels, broken springs or leafs, weak shock absorbers and worn mountings. Defective clutch, service or emergency brake operation. Defective engine and transmission mountings. Worn or loose universal joints. Worn or defective tires, tubes and valves. Misalignment. Faults in exhaust systems. Defective lights, batteries and hold-downs, wiring and cables. Coolant, oil and fluid leaks. Deteriorated hoses, loose clamps, damaged lines. Loose or worn "V" belts. Defective windshield wipers and washers. Overdue lubrication requirements, oil and air-filter changes. Reporting of defects or conditions.

R.R.O. 1980, Reg. 35, Sched., part.

Schedule 2**Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instrument fastening devices and general shop equipment. Bench-work operations. (As detailed in Schedule 1)
2	Internal Combustion Engines	Types, Components and Operation	Familiarization with engine types, components and correct operation. Recognition of abnormal engine noises and causes. Vacuum and compression testing. Identification of effects of cylinder wear, defective valves and gaskets and incorrect valve timing on engine performance. Torquing heads and manifolds. Adjusting valve lash.
		Lubricants	Familiarization with lubricant characteristics, classifications and ratings; contamination and deterioration, frequency of change intervals.
		Lubricating Systems	Familiarization with types, operation and requirements. Servicing or replacement of full-flow and by-pass filters. Testing, servicing and adjustment of pressure indicators and controls and positive crankcase ventilation systems.
		Cooling Systems	Air and liquid cooled pressurized systems. Inspection, testing, overhaul or replacement of blowers, fans, water pumps, drives, radiators and caps, thermostats, hoses and connections, temperature indicators, immersion and hot water heaters, automatic transmission oil coolers. Radiator reverse flushing and flow-testing; use of cleaning agents, coolant additives, sealers. Testing anti-freeze solutions.
		Fuel Systems (Gasoline)	Mechanical fuel vacuum and electric pumps. Tests for pressure, vacuum and volume. Repair, overhaul or replacement of pumps, tanks and supply lines. Familiarization with principles of carburetion and characteristics of carburetors, types, operation, circuits and systems; heat riser valves, heat insulators, choke tubes, dash pots, throttle return checks, anti-stall devices and air cleaners. Testing, adjusting, cleaning and overhaul procedures.
		Tune-Up and Test Procedures	Use of electrical analyzers, vacuum gauges, tachometers and timing lights to adjust idle speeds and mixtures, analyze exhaust gases, locate excess vacuum leaks, balance multi-carburetors, check and correct ignition timing and operation, adjust electrical mechanisms, switches and operating linkage. Dynamometer testing to determine engine horse power and torque output.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Fuel Injection Systems	Servicing and overhauling fuel injection systems. Test equipment and testing operations. Injection timing. Servicing and overhauling starting systems. Shutting down runaway engines.
		Fuel Systems (Liquefied Petroleum Gas and Vaporizing Oils)	Use and operation of liquefied petroleum gas and vaporizing oil systems. Charging L.P.G. tanks.
3	Belt Drives	"V" Belts	Inspecting, installing and adjusting.
4	Exhaust Systems	Mufflers, Resonators, Exhaust and Tail Pipes	Back pressure checks. Replacing complete exhaust systems or parts. Stress relieving. Emission control systems; inspection and servicing.
5	Electrical Systems	Automotive Electrical Systems	Identification, tracing and testing of circuits. Use of voltmeters, ammeters and ohmmeters. Joining, splicing and soldering wires and cables. Insulating. Removal and installation of terminals, connectors, plugs, resistances and fuses.
		Switches and Instruments	Switches, relays and instruments, indicator lights, rheostats, resistors, capacitors and semi-conductors. Testing, repair and replacement.
		Batteries	Inspection, testing and maintenance. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Activation of dry-charged batteries.
		Ignition Systems (Conventional Distributors)	Single, tandem, double headed, dual contact points, impulse generators (semi-conductor systems), etc. Distributor tests on and off vehicle. Inspection and overhaul procedures. Replacement of shafts and bushings. Contact point cleaning, replacement and adjustment. Lubrication. Testing and replacement of condensers, rotors, caps, centrifugal and vacuum advance mechanisms and radio suppressors. Installation and timing. Synchronizing dual points and distributors. Engine speed adjustments.
		Ignition Coils	Inspection, testing and replacement. Use of coil testing equipment; output; insulation and polarity tests.
		Primary and Secondary Circuits	Testing primary and secondary circuits. Replacement of primary and high tension wiring, primary circuit switches and resistors.
		Transistor and Transistorized Ignition Systems	Familiarization with principles of operation. Ignition timing. Use of test equipment. Testing, repair and overhaul procedures.
		Spark Plugs	Familiarization with types, temperature control and heat ranges. Analyzing deposits. Testing, cleaning, gapping and installing. Torquing.
		Charging Systems D.C. (Generators) A.C. (Alternators)	Inspection and testing of generators, alternators, regulators, relays, wiring and ground circuitry. On and off vehicle tests. Removing, disassembling, cleaning, overhauling, testing and reinstalling generators, alternators, regulators and relays. Lubrication. Polarizing generator. Contact cleaning, replacement and adjusting. Air gap adjustments. Replacing transistors and diodes. Bench testing and adjustment of regulators and relays.
		Starter Motors	Inspecting and testing starting circuits, motors, drive units, switches, solenoids, cables and wiring. Removing, disassembling, cleaning, overhauling, testing and reinstalling. Lubrication.
		Special Starting Systems	Series parallel and magnetic switch systems. Diesel fuel preheating systems (Glow Plugs). Testing, repairing or replacing components.
		Lights	Lighting circuits. Bulbs and seal beam units. Lenses and holders. Signal lights; flasher units. Aiming, testing, installing and repairing lights and wiring.
		Horns	Electric and air/vacuum types. Electrical circuits and relays. Air/vacuum horn controls. Testing, adjusting or replacement.
		Windshield Wipers	Electric single and multi-speed and vacuum types. Speed controls and washer cycling. Overhaul, repair or replacement.
		Windshield Washers	Installing, repairing or replacing windshield washers and controls. Aiming fluid nozzles.
		Power-Assist Systems	Inspection, servicing and overhaul of electrical and electro-hydraulic power assist mechanisms and circuits; windows, tailgates, convertible tops, seats, etc.
		Heaters and Defrosters	Testing, adjustment or replacement of blower motors, actuating or control systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
6	Air-Conditioning and Refrigeration Systems	Inspection and Maintenance	Familiarization with safety precautions and use of safety equipment. Inspection, testing, adjustment, overhaul or replacement of drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits, pressure lines and fittings, refrigerant. Oil level checks and replenishment. Purging, evacuating and recharging operations. Installation and removal of motor vehicle air-conditioning and refrigeration systems.
	Lubrication	Lubricants	Familiarization with characteristics, classification and ratings; contamination and deterioration, frequency of change intervals.
		Engine Lubricating Systems	Detection of leaks. By-pass and full-flow oil filters; inspection, maintenance and replacement. Flushing lubricating systems. Checking levels. Testing and servicing P.C.V. systems.
		Drive Shafts	Open drive shafts; support bearings, universal joints, slip joints. Disassembly, relubing, reassembly and reinstallation. Torquing.
		Axles and Differentials Standard Transmissions	Lubricants. Draining, filling and checking fluid levels.
		Automatic Transmissions	Automatic transmission fluids. Draining, refilling and checking fluid levels.
		Suspension Systems	Lubricating suspension components; friction proofing spring leafs. Sealed systems.
		Steering Systems (Manual)	Lubricants. Filling and checking steering box lubricant levels.
		(Power)	Fluid types; capacities. Filling and checking system levels.
		(Linkages)	Relubricating, adjusting or torquing. Oil seal replacement.
	Wheels and Tires	Generators, Alternators, Starters	Correct type and amount of lubricant where necessary.
		Miscellaneous Linkage and Cables	Throttle, clutch, gearshift, and emergency brake. Lubricants; and lubrication where necessary.
		Wheels and Rims	Removal and installation. Inspecting and servicing wheels and rims. Checking run-out.
		Tires, Tubes and Valves	Demounting and mounting. Inspection for damage, wear and faults. Repairing tires, tubes and valves. Inflation precautions. Tire rotation.
	Running Maintenance Inspections	Wheel and Tire Balancing	Use of on and off vehicle balancing equipment. Installation of weights.
		Inspection Procedures	Quick visual checking to ascertain excessive wear, damage, defective operation, deterioration, leaks, overdue lubrication requirements, filter changes and P.C.V. servicing. Reporting conditions.

R.R.O. 1980, Reg. 35, Sched., *part.***REGULATION 1055****GENERAL**

1. This Regulation applies to any trade for which an apprentice training program is,

- (a) established by regulation; or
- (b) established by an employer and approved by the Director. O. Reg. 52/84, s. 1.

2. An application for apprenticeship in a trade shall be in a form provided by the Minister. O. Reg. 246/81, s. 1.

3. No person shall become an apprentice in a trade unless he or she,

- (a) is at least sixteen years of age and has Grade 10 standing or other qualifications determined by the Minister as equivalent thereto; or

- (b) has the qualifications that are prescribed in the regulations for the trade. R.R.O. 1980, Reg. 36, s. 3.

4.—(1) An applicant for apprenticeship in a trade or for a certificate of qualification shall, if requested by the Director, produce a birth certificate for inspection.

(2) Where the Director is satisfied that the apprentice is unable to produce a birth certificate, the Director may accept as proof,

- (a) one item of Class A evidence of birth as prescribed in section 8 of Regulation 1094 of Revised Regulations of Ontario, 1990;
- (b) two items of Class B evidence of birth as prescribed in section 10 of Regulation 1094 of Revised Regulations of Ontario, 1990. R.R.O. 1980, Reg. 36, s. 4.

5.—(1) Section 9 and subsection 10 (2) of the Act do not apply to persons,

- (a) permanently employed in an industrial plant while performing work entirely within the plant and premises or on the

land appertaining thereto, except work performed in the maintenance and repair of motor vehicles, trailers or conversion units registered for use on a highway under the *Highway Traffic Act*; or

- (b) while engaged in a trade or occupation that in the opinion of the Director is not one in respect of which compliance with section 9 and subsection 10 (2) of the Act is required. R.R.O. 1980, Reg. 36, s. 5.

(2) Section 9 of the Act and section 10 of this Regulation do not apply to each person who is engaged in a trade for which an apprenticeship training program is established by an employer and approved by the Director. O. Reg. 717/86, s. 1.

TRAINING AND INSTRUCTION

6.—(1) The Director may approve an apprentice training program established by an employer if, in the opinion of the Director, the program,

- (a) is of sufficient duration and content to warrant a training program;
- (b) contains both practical work and related units of study;
- (c) meets or satisfies a perceived need of an employer; and
- (d) provides a marketable skill in an identifiable occupation.

(2) An apprentice in a trade shall complete to the satisfaction of the Director an apprentice training program,

- (a) established for the trade by regulation; or
- (b) established for the trade by an employer and approved by the Director under subsection (1). O. Reg. 52/84, s. 2.

7.—(1) Every employer in a trade shall,

- (a) provide an apprentice with practical training and instruction; and
- (b) permit the apprentice to attend such educational classes as are prescribed by an apprentice training program established for the trade.

(2) Where the employer is unable to provide an apprentice with practical training and instruction, the employer and the apprentice shall each forthwith notify the Director. R.R.O. 1980, Reg. 36, s. 7.

8.—(1) The regular daily hours of practical training and instructions of an apprentice shall not begin sooner or end later in each day than the regular daily working hours of the journeyman with whom the apprentice is working.

(2) Any hours worked by an apprentice in excess of his or her regular daily hours of practical training and instruction shall not be included in computing the hours spent in training and instruction, unless otherwise prescribed or approved by the Director. R.R.O. 1980, Reg. 36, s. 8.

9.—(1) Hourly credits as the Director determines may be granted to an applicant for a certificate of apprenticeship or qualification,

- (a) for the successful completion of a course of study or training; or
- (b) for work performed or experience gained in the trade prior to the application.

(2) No credits shall be granted under subsection (1) unless the applicant,

- (a) supplies documentary evidence satisfactory to the Director of the completion of the course of study or training, or of the work performed or the experience gained, as the case may be; or

- (b) passes such tests or examinations as are required by the Director. R.R.O. 1980, Reg. 36, s. 9.

10.—(1) Unless otherwise prescribed, the rate of wages for an apprentice whether for his or her regular daily hours or for hours in excess of those regular daily hours shall be not less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area.

(2) Unless otherwise prescribed, the number of apprentices who may be employed by an employer in a trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 36, s. 10.

11.—(1) A contract of apprenticeship shall be in a form provided by the Minister. O. Reg. 246/81, s. 2.

(2) The apprentice shall use to the best of his or her ability any facilities provided for technical instruction.

(3) The apprentice shall obey all lawful orders given by the employer or by a person delegated by the employer to supervise the work and training of the apprentice.

(4) The apprentice shall furnish to the employer satisfactory reasons for any absence from employment.

(5) The employer shall not employ any person in the trade other than a journeyman while the apprentice is idle. R.R.O. 1980, Reg. 36, s. 11 (2-5).

12.—(1) A transfer of a contract of apprenticeship shall be in a form provided by the Minister. O. Reg. 246/81, s. 3.

(2) The employer to whom the contract is transferred shall perform the contract as fully and completely as if the employer were the employer with whom the contract was made. R.R.O. 1980, Reg. 36, s. 12 (2).

CERTIFICATES

13. A certificate of apprenticeship shall be in Form 1. O. Reg. 246/81, s. 4.

14.—(1) Where an apprentice has completed an apprentice training program, and has passed such final examinations as are pre-

scribed by the Director, the Director shall issue a certificate of apprenticeship to the apprentice.

(2) Where an examination for a certificate of apprenticeship in a trade has been established as an Interprovincial Standards Examination, an apprentice who obtains more than 69 per cent on that examination shall be awarded the Interprovincial seal on his or her certificate.

(3) Where a certificate of apprenticeship is obtained before an Interprovincial Standards Examination for the trade is established, the holder of the certificate may write the examination referred to in subsection (2) and if he or she obtains more than 69 per cent on that examination the holder shall be awarded the Interprovincial seal on his or her certificate. R.R.O. 1980, Reg. 36, s. 14.

15.—(1) An application for a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in a form provided by the Minister.

(2) An application for renewal of a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in a form provided by the Minister.

(3) A certificate of qualification shall be in Form 2. O. Reg. 246/81, s. 5.

16.—(1) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade issued under the Act or a predecessor of the Act, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(2) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade that is issued by another Province and that bears a seal awarded for passing an Interprovincial Standards Examination, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(3) Where an applicant for a certificate of qualification is required to write an examination, he or she shall pay the fee prescribed therefor.

(4) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in the trade,

- (a) has attended a trade school licensed under the Act and has completed the period of training and instruction provided by the trade school;
- (b) after graduation from the licensed trade school, works as an apprentice in the trade for a period prescribed by the Director; and
- (c) passes such examination as is prescribed by the Director,

the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. R.R.O. 1980, Reg. 36, s. 16.

17.—(1) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in a certified trade,

- (a) has successfully completed a training program approved by the Director as an alternative to an apprentice training program established for a certified trade;
- (b) satisfies the Director that he or she has been continuously engaged in the alternate training program for a period equal to or greater than the apprenticeship training period prescribed by regulation for the certified trade; and
- (c) passes such examination as is prescribed by the Director in the certified trade,

the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification.

(2) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in a certified trade,

- (a) has successfully completed a training program approved by the Director as an alternative to an apprentice training program established for a certified trade;
- (b) satisfies the Director that he or she has been continuously engaged in the alternate training program but where the period of training in the alternate training program is less than the apprenticeship training period prescribed by regulation for the certified trade; and
- (c) passes such examination as is prescribed by the Director in the certified trade,

the Director may, upon payment of the prescribed fee issue to the applicant a provisional certificate of qualification valid until the expiry date specified thereon.

(3) Where an applicant for a certificate of qualification referred to in subsection (2) satisfies the Director that the total period of time that he or she has been continuously engaged in the alternate training program and as a journeyman in the certified trade equals or is greater than the apprenticeship training period prescribed by regulation for the certified trade, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination a certificate of qualification. R.R.O. 1980, Reg. 36, s. 17.

18. An applicant for a certificate of apprenticeship or a certificate of qualification who has failed to pass an examination may rewrite the examination at such times and places as are fixed by the Director. R.R.O. 1980, Reg. 36, s. 18.

19. An applicant for a certificate of apprenticeship or a certificate of qualification who fails to pass on rewriting the examination referred to in section 18 on two occasions shall attend and complete such training courses as the Director may determine before being permitted to rewrite the examination a third time. R.R.O. 1980, Reg. 36, s. 19.

20. Where an applicant for a certificate of qualification, who is not the holder of a certificate of apprenticeship in the trade, supplies evidence satisfactory to the Director of having been continuously engaged in the trade as a journeyman in Ontario or elsewhere for a period equal to or greater than the apprenticeship period prescribed for the trade, the Director may issue to the applicant a provisional certificate of qualification valid until the expiry date specified thereon. R.R.O. 1980, Reg. 36, s. 20.

21. Where an applicant for a certificate of qualification referred to in section 20 passes such examination as is prescribed by the Director, the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. R.R.O. 1980, Reg. 36, s. 21.

22. A provisional certificate of qualification shall be in Form 3. O. Reg. 246/81, s. 6.

23.—(1) Where a certificate of qualification that is in force on the 31st day of January, 1983, expires and is renewed, it shall be renewed for a period of three years from the date of expiry and any subsequent renewal shall be for a period of three years.

(2) Unless otherwise prescribed by regulation, where a certificate of qualification issued on or after the 1st day of February, 1983, expires and is renewed, it shall be renewed for a period of three years from the date of expiry and any subsequent renewal shall be for a period of three years.

(3) A certificate of qualification may be renewed by the holder upon application and payment of the prescribed fee to the Director.

(4) Upon renewal of a certificate of qualification, a seal provided by the Director indicating the year for which the certificate is renewed shall forthwith upon its receipt by the applicant be affixed to the certificate of qualification in the space provided thereon. O. Reg. 75/83, s. 1.

24. Where a person proves to the satisfaction of the Director that,

- (a) his or her certificate of qualification has been lost or destroyed; or
- (b) his or her name has been changed,

the Director shall issue a duplicate certificate of qualification. R.R.O. 1980, Reg. 36, s. 24.

25. The holder of a certificate of qualification shall carry the certificate on his or her person and, when requested to do so, produce to a person designated by the Director, the certificate of qualification or such other evidence of qualification as the Director may prescribe. R.R.O. 1980, Reg. 36, s. 25.

26. A person who, after applying for or receiving a certificate of qualification, changes his or her address shall within fifteen days thereafter notify the Director in writing of the former and new addresses and, where the certificate has been received the number thereof. R.R.O. 1980, Reg. 36, s. 26.

FEES

27. The fees payable under this Regulation are as follows:

- 1. For the issue or renewal of a certificate of qualification other than as set out in paragraph 2 \$35.00
- 2. For the issue of a certificate of qualification to a person who is exempted by regulation from section 9 and subsections 10 (2) and (3) of the Act 25.00
- 3. For the issue of a duplicate certificate of qualification 25.00

O. Reg. 595/89, s. 1.

Form 1 Formule 1



Certificate of Apprenticeship Certificat d'apprentissage

Trades Qualification Act
Loi sur la qualification professionnelle des gens de métier

This is to certify that
Nous attestons par les présentes que

having complied with the Trades Qualification Act and regulations is issued this certificate of apprenticeship.

a satisfait aux exigences de la Loi sur la qualification professionnelle des gens de métier et des règlements; en foi de quoi, le présent certificat d'apprentissage lui est délivré.



Minister of Skills Development
Ministre de la Formation professionnelle

Director of Apprenticeship
Directeur de l'apprentissage

Signature of Holder
Signature du titulaire

Date issued
Délivré le

Certificate No
Certificat n°

O. Reg. 246/81, s. 8, part.

Form 2
Formule 2

Certificate of Qualification

Certificat de qualification professionnelle

Trades Qualification Act
Loi sur la qualification professionnelle des gens de métier

This is to certify that
Nous attestons par les présentes que

having complied with the Trades Qualification Act and regulations is issued this certificate of qualification.

a satisfait aux exigences de la Loi sur la qualification professionnelle des gens de métier et des règlements; en foi de quoi, le présent certificat de qualification professionnelle lui est délivré.



Minister of Skills Development
Ministre de la Formation professionnelle

Director of Apprenticeship
Directeur de l'apprentissage

Signature of Holder
Signature du titulaire



Date issued
Délivré le

Certificate No
Certificat n°

O. Reg. 246/81, s. 8, part.

Form 3

Trades Qualification Act

SURNAME		GIVEN NAMES		TRADE NAME		TRADE CODE		CONTRACT NO	
STREET ADDRESS				DATE OF BIRTH		TELEPHONE NO		SOCIAL INSURANCE NO	
CITY OR TOWN		COUNTRY		<div style="font-size: 2em; font-weight: bold; transform: rotate(-5deg); opacity: 0.5;">PROVISIONAL CERTIFICATE</div> <p style="font-size: 0.8em; margin: 0;">THIS FORM MUST BE PRESENTED WHEN REPORTING FOR EXAMINATION AND WILL NOT BE VALID AFTER THE EXPIRY DATE INDICATED.</p>					
ISSUE DATE		EXPIRY DATE							

CERTIFICATE OF QUALIFICATION

THIS IS TO CERTIFY THAT THE ABOVE HAS SUBMITTED SATISFACTORY PROOF OF EXPERIENCE, AND IS HEREBY PERMITTED TO WORK IN THE TRADE INDICATED PURSUANT TO SECTION 9 (2) OF THE TRADES QUALIFICATION ACT UNTIL THE EXPIRY DATE SHOWN, AT WHICH TIME HE OR SHE WILL BE REQUIRED TO WRITE AN EXAMINATION FOR A REGULAR CERTIFICATE OF QUALIFICATION.

Ministry of Skills Development

DIRECTOR OF APPRENTICESHIP

EMPLOYER OR SCHOOL - NAME & ADDRESS				
CONSULTANT'S NAME				CODE
SCHOOLING DATE	SCHOOL CODE	BAS	INT	ADV
SPECIAL INSTRUCTIONS				

ADDITIONAL QUALIFICATIONS AND / OR CREDITS			
REGISTRATION DATE		EFFECTIVE DATE	DATE HOURS COMPLETED
CONTRACT COMPLETE	I/P SEAL NO	DIPLOMA NO	ISSUE DATE

O. Reg. 246/81, s. 8, part, revised.

REGULATION 1056

GENERAL CARPENTER

1. In this Regulation,

"certified trade" means the trade of general carpenter;

"general carpenter" means a person who is experienced in all of the units as defined in Columns 1 and 2 of Schedules 1 and 2;

"unit" means a subject in Column 1 of Schedule 1 consisting of the instruction set opposite the subject in Column 2 of Schedule 1 and a subject in Column 1 of Schedule 2 consisting of the instruction set opposite the subject in Column 2 of Schedule 2. R.R.O. 1980, Reg. 37, s. 1.

2. The trade of general carpenter is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 37, s. 2.

3. An apprentice training program in the trade is established and shall consist of a minimum of 3,844 hours of related training and work experience training or such greater number of hours as the Director may determine of related training and work experience training to a maximum of 7,200 hours. R.R.O. 1980, Reg. 37, s. 3.

4. The apprentice training program for the certified trade shall consist of:

- (a) training at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto in each of the units contained in Schedule 1; and

- (b) work experience training provided by the employer of the apprentice in each of the units contained in Schedule 2 for at least the training hours set out opposite the subject in Column 3 to and including the training hours set out opposite the subject in Column 4 of Schedule 2 as may be determined by the Director under section 3. R.R.O. 1980, Reg. 37, s. 4.

5. Despite section 3 of Regulation 1055 of Revised Regulations of Ontario, 1990, a person who has,

- (a) graduated in a course for the trade of general carpenter offered in the occupational program of a junior or special vocational school; and
- (b) been recommended to the Director by the Principal of the school where he or she completed the course for enrolment as an apprentice in the certified trade,

may be registered as an apprentice in the certified trade. R.R.O. 1980, Reg. 37, s. 5.

6. The Director shall issue an achievement record book to each apprentice in the certified trade for the purpose of recording his or her achievements during his or her apprenticeship. R.R.O. 1980, Reg. 37, s. 6.

7.—(1) Despite subsection 14 (1) of Regulation 1055 of Revised Regulations of Ontario, 1990, the Director shall issue a certificate of apprenticeship to an apprentice in the certified trade where the apprentice,

- (a) completes the number of hours of related training and work experience training required under section 4; and
- (b) passes the examinations for each unit contained in Schedules 1 and 2.

(2) Sections 18 and 19 of Regulation 1055 of Revised Regulations of Ontario, 1990, do not apply to an applicant for a certificate of apprenticeship in the certified trade. R.R.O. 1980, Reg. 37, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each five journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 37, s. 8.

9. Despite section 8, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 37, s. 9.

10. The rate of wages for an apprentice in the certified trade whether for his or her regular daily hours of work or for hours of work in excess of his or her regular daily hours of work shall not be less than,

- (a) 40 per cent until the apprentice successfully completes five units or 1,800 hours of training and work experience contained in Schedules 1 and 2;
- (b) 50 per cent until the apprentice successfully completes ten units or 3,600 hours of training and work experience contained in Schedules 1 and 2;
- (c) 60 per cent until the apprentice successfully completes fif-

teen units or 5,400 hours of training and work experience contained in Schedules 1 and 2;

- (d) 80 per cent until the apprentice successfully completes the twenty units of training and work experience contained in Schedules 1 and 2,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 37, s. 10.

11.—(1) An applicant, other than an apprentice, for a certificate of qualification in the certified trade who provides satisfactory evidence that he or she has completed the number of hours of training and work experience required under section 4, or the equivalent thereto as determined by the Director for one or more of the units in Schedules 1 and 2, is entitled to be a candidate for the examinations in such unit or units.

(2) An applicant who passes the examinations in all the units contained in Schedules 1 and 2 shall be issued a certificate of qualification in the certified trade.

(3) An applicant who passes the examinations in one or more of the units in Schedules 1 and 2 shall be,

- (a) issued an achievement record book by the Director;
- (b) accredited in the achievement record book for each unit in which he or she has passed the examinations; and
- (c) may be re-examined in each of the units that he or she has failed to pass at such time and place as may be fixed by the Director.

(4) Sections 18 and 19 of Regulation 1055 of Revised Regulations of Ontario, 1990, do not apply to an applicant for a certificate of qualification in the certified trade. R.R.O. 1980, Reg. 37, s. 11.

12.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 37, s. 12.

13. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 37, s. 13.

Schedule 1

GENERAL CARPENTER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Unit	Instruction to be Given	Training Hours
1	Power Tools	Selecting and using portable power tools. Selecting and using stationary power tools.	40
2	Woodwork General 1	Common types of soft wood and hardwood lumbers. Rough and finish hardware. Common joints. Strength of lumber beams. Preservation of lumber. Stairs.	50
3	Mathematics 1	Whole numbers. Fractions. Decimals. Square roots. Areas. Volumes. Metric System.	20
4	Blueprints 1	Types of drawings. Arrangement of views. Alphabet of lines. Dimensioning and symbols. Section views. Notes and title block.	30
5	Hand Tools	Selecting and maintaining layout and measuring tools. Selecting and using cutting tools. Selecting and using pounding tools. Selecting and using impelling tools. Selecting and using tools for holding and supporting work. Selecting and using tools for fastening.	85
6	Construction Layout 1	Line problems. Angles and triangles. Quadrilaterals and parallelograms. The circle. Polygons. The ellipse. Solving ratio and proportion. Stair layout.	20
7	Welding 1 Oxy-acetylene	Safety. Handling and using oxy-acetylene cylinders. Handling and use of oxy-acetylene regulators, torches and auxiliary equipment. Weld faults. Practical application.	30

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Unit	Instruction to be Given	Training Hours
8	Safety	Housekeeping. Machinery. Tools. Tanks, manholes. Fire protection. Dermatitis. Injuries.	10
9	Woodwork General 2	Doors. Window frames and sashes. Framed partitions for house construction. Floors. Sound and heat insulation. Roofs. Centres for arches. Formwork. Framing for wall panelling.	105
10	Mathematics II	Angles and triangles. Elementary algebra. Ratio. Proportion. Trigonometry. Introduction to mechanics of materials.	40
11	Blueprints II (Architecture)	Introduction to architectural drawings. Mechanical and Electrical drawings. Contracts, codes and specifications.	30
12	Construction Layout II	Working with the enlargement and reduction. Roof problems. Surface shapes. Working with auxiliary views. Arches, vaults and tunnels.	20
13	Rigging	Manual handling and lifting. Hazards. Hanging hoists. Selecting slings. Use of ladders and planking. Erecting unit type scaffolds.	30
14	Acoustic Ceilings	Tools. Exposed grid ceilings. Furring bar system. Special applications.	25
15	Welding II Electric-arc	Safety. Basic arc welding techniques. Weld faults. Arc blow. Power sources. Shielded arc electrodes and metal transfer. Practical application.	30

R.R.O. 1980, Reg. 37, Sched. 1.

Schedule 2**GENERAL CARPENTER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
	Unit	Work Experience Training	Minimum Training Hours	Maximum Training Hours
1	Finishing (Exterior)	Cornices. Roof coverings. Window and door frames. Corner boards and belt courses. Wall coverings. Verandah or open porch finishes. Boarding or sheathing. Patented wallboard. Scaffolding.	375	750
2	Framing	Window and door sills. Beams and girders. Columns and posts. Joists. Bridging and flooring. Platform framing. Balloon framing. Non-bearing partitions. Pre-fab walls and panels. Scaffolding. Floor framing and laying. Heavy wall framing. Heavy roof framing. Ramps and other heavy framing. Scaffolding. Gable roofs. Hip and valley roofs. Gambrel roofs. Mansard roofs. Flat roofs. Unequal pitch roofs. Dormers. Special roofs. Truss and roof construction. Scaffolding.	1075	2182
3	Formwork and Foundations	Footing forms. Main wall forms. Stair forms. Column, pier, girder and slab forms. Continuous and special forms. Placing concrete. Stripping concrete forms. Scaffolding. Ramps and other heavy framing. Soil conditions. Building layout. Shoring and underpinning. Drainage.	754	1538
4	Finishing (Walls and Ceilings)	Insulation. Walls and ceilings. Acoustic treatment. Scaffolding.	415	833
5	Finishing (Interior)	Doors. Windows. Horizontal trims. Finished floors. Built-in fixtures. Dado and wainscot treatments. Special hardware. Straight stairs. Platform stairs. Winders (stairs). Spiral and geometric stairs.	660	1332

R.R.O. 1980, Reg. 37, Sched. 2.

REGULATION 1057**GENERAL MACHINIST****1. In this Regulation,**

"certified trade" means the trade of general machinist,

"general machinist" means a person who,

- (a) sets up and operates to prescribed tolerances engine lathes and milling, grinding, drilling, sawing and boring machines,
- (b) reads and interprets blueprints, operation and product-related reference charts and tables and selects mechanical measuring and checking and layout tools and devices, and
- (c) performs measuring, checking and layout operations and selects work piece materials and the required cutting tools and abrasives for metal removal operations,

but does not include a person or class of persons in a limited purpose occupation that, in the opinion of the Director, does not equate with the definition of general machinist. R.R.O. 1980, Reg. 38, s. 1.

2. The trade of general machinist is designated as a certified trade for the purpose of the Act. R.R.O. 1980, Reg. 38, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of a minimum of 6,000 hours of related training and work experience training or such greater number of hours as the Director may determine of related training and work experience training to a maximum of 8,000 hours. R.R.O. 1980, Reg. 38, s. 3.

4. The apprentice training program for the certified trade shall consist of,

- (a) training at full-time educational day classes provided at a location approved by the Director or in courses that in the opinion of the Director are equivalent thereto in each of the units of study contained in Schedule 1; and
- (b) work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2 as may be determined by the Director under section 3. R.R.O. 1980, Reg. 38, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 38, s. 5.

6. The rate of wages for an apprentice in the certified trade, whether for regular daily hours of work or for hours of work in excess of regular daily hours of work, shall be not less than,

- (a) 50 per cent during the first 1,000 hours of related training and work experience;
- (b) 55 per cent during the second 1,000 hours of related training and work experience;
- (c) 60 per cent during the third 1,000 hours of related training and work experience;

- (d) 65 per cent during the fourth 1,000 hours of related training and work experience;
- (e) 70 per cent during the fifth 1,000 hours of related training and work experience;
- (f) 75 per cent during the sixth 1,000 hours of related training and work experience;
- (g) 80 per cent during the seventh 1,000 hours of related training and work experience; and
- (h) 85 per cent during the eighth 1,000 hours of related training and work experience,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 38, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 38, s. 7.

8. Despite section 7, on the recommendation of the provincial advisory committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 38, s. 8.

9. The Director shall issue a progress record book to an apprentice for the purpose of recording the apprentice's related training and work experience training time and the apprentice shall be responsible for keeping the progress record book up to date and for its safekeeping. R.R.O. 1980, Reg. 38, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 38, s. 10.

11.—(1) Subsection 10 (2) of the Act does not apply to a person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 38, s. 11.

12. Section 5 of Regulation 1055 of Revised Regulations of Ontario, 1990 does not apply to the certified trade. R.R.O. 1980, Reg. 38, s. 12.

13. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 38, s. 13.

Schedule 1**GENERAL MACHINIST****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Safe work habits. Protective clothing and equipment.
2	Blueprint Reading Reference Charts and Sketching	Interpretation of blueprints, reference charts and sketching.
3	Hand Tools and Benchwork	Care and use of hand tools. Fasteners and their application.
4	Measuring Tools	Care and use of precision measuring devices.
5	Trade Calculations	Calculation of geometrical values, ratios and formulae.
6	Layout	Care and use of layout tools. Surface preparation and layout techniques.
7	Metallurgy	Heat treatment of ferrous metals including furnace and torch hardening, cyaniding and hardness testing. Chemical and physical properties and identification of ferrous, non-ferrous and plastic materials.
8	Power Tools	Drilling, reaming, tapping, knurling, lapping, boring procedures. Set up and operate power hack-saws. Vertical band saws, radial drill presses, engine lathes, horizontal boring mills, horizontal cylindrical universal and tool and cutter grinders.

R.R.O. 1980, Reg. 38, Sched. 1.

Schedule 2**GENERAL MACHINIST****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Knowledge and application of safe work practices; recognition of hazards and precautionary measures.
2	Shop Techniques/Practices	Care and use of hand, bench and portable power tools, jigs and fixtures, precision measuring equipment. Application of tool geometry, twist drills, tool bits, cutters and abrasives, edges, clearances and angles. Shop Procedures.
3	Power Saws	Machine nomenclature, care and use of reciprocating, circular band, vertical cut-off saws. Speeds and feeds. Coolants. Blade replacement.
4	Radial and Drill Presses	Set up and operation, speed, feed and coolant. Function and purpose; i.e., drilling, countersinking, spot facing, reaming, boring, counterboring, lapping, polishing, tapping, grooving, fly-cutting.
5	Lathes	Set up and operation, use of accessories, speed, feed, coolants, centering, drilling, turning, boring, counter-boring, reaming, threading, tapping, knurling tapers, lapping.
6	Milling Machines	Horizontal, Vertical, Universal, Ram and Turret type. Horizontal Boring Mill and accessories. Set up and operation, speed, feed, coolants, work piece holding, mounting milling operations, keyways, angles, splines, slots, gears, cams, contour spirals.
7	Grinders and Grinding Accessories	Horizontal Surface, Cylindrical, Universal, Tool and Cutter. Set up and operation, speed, feed, coolants, wheel and form dressing, machine grinding.

R.R.O. 1980, Reg. 38, Sched. 2.

REGULATION 1058**GLAZIER AND METAL MECHANIC****1. In this Regulation,**

"certified trade" means the trade of glazier and metal mechanic;

"glazier and metal mechanic" means a person who,

- (a) performs layout, fabrication, assembly and installation of extruded frames, hardware, store fronts, wall facings, manual sliding doors, window sashes, manual door closers, automatic door operators and curtain walls,
- (b) performs layout, fabrication, assembly and installation of suspended glass fronts, stuck glass fronts, auto glass, art glass, aquariums and similar special products,
- (c) cuts, fits and installs glass in wood and metal frames for windows, skylights, store fronts and display cases, or on building fronts, interior walls, ceilings, tables and similar surfaces by means of mastic, screws or decorative moldings, and
- (d) reads and understands design drawings, manufacturers' literature and installation diagrams. R.R.O. 1980, Reg. 39, s. 1.

2. The trade of glazier and metal mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 39, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours for each period,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 39, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 39, s. 4.

5. The rate of wages for an apprentice in the certified trade whether for the regular daily hours of the apprentice or for hours in

excess of the regular daily hours of the apprentice shall not be less than,

- (a) 50 per cent during the first 1,000 hours of training and instruction;
- (b) 55 per cent during the second 1,000 hours of training and instruction;
- (c) 60 per cent during the third 1,000 hours of training and instruction;
- (d) 65 per cent during the fourth 1,000 hours of training and instruction;
- (e) 75 per cent during the fifth 1,000 hours of training and instruction;
- (f) 80 per cent during the sixth 1,000 hours of training and instruction;
- (g) 90 per cent during the seventh 1,000 hours of training and instruction;
- (h) 95 per cent during the eighth 1,000 hours of training and instruction,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. O. Reg. 161/86, s. 1.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 39, s. 6.

7.—(1) Section 9 and subsections 10 (2) and (4) of the Act do not apply to a person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 39, s. 7.

8. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 39, s. 8.

Schedule 1**GLAZIER AND METAL MECHANIC****In-School Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication and division of whole numbers, fractions and decimals, ratio and proportion, areas. Radian measure, right angle triangle, square root, simple formulae and equations.
		Geometry	Lines, planes and angles: application to layout.
2	Science	Physics	Basic laws and principles, properties of matter, formulae. (Given as required in shop instruction).

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
3	English	Usage and Business Communication	Trade terminology and usage. Sentence and paragraph structure. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals, job specifications.
4	Drafting	Basic Drafting and Interpretation	Drafting techniques: scales, symbols, projections. Preparation of elementary trade related working drawings and dimensioned sketches. Reading and interpretation of floor plans and elevations: sectional and cross sectional details.
5	General Trade Practice	<p>Safety</p> <p>Hand Tools</p> <p>Power Tools and Equipment</p> <p>Glass Handling Devices and Equipment</p> <p>Measuring and Marking Tools</p> <p>Benchwork</p> <p>Cutting-Table Operations</p> <p>Fastening Devices</p>	<p>Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; use and maintenance of fire fighting equipment. Handling and storage of flammable and toxic solvents and materials. The <i>Occupational Health and Safety Act</i>. The <i>Workers' Compensation Act</i>. Correct lifting methods and use of lifting and hoisting equipment. Handling crated, loose and broken glass. Safe use of electrical tools and equipment and powder actuated tools. Truck and vehicle condition and loading. Good housekeeping.</p> <p>Selection, care and use of: hammers, screwdrivers, wrenches, files, allen keys, punches, rivetting tools, nail sets, scrapers, taps, pliers, clamps, snips, cold chisels and wood chisels, hacksaws, glass cutters: —diamond, fixed and interchangeable wheel; hackout knives, handstones, crow-bars, paint brushes and soldering equipment. Putty knives, caulking guns and dry glazing tools and point setters.</p> <p>Care and use of portable air/electric drills, power tap guns and screwdrivers. Power circular and jig saws, routers. Powder actuated tools. Grinders: bench and portable, belt sanders; wheel and belt abrasive grades. Types and characteristics of drill bits and hole saws; drill gauge use. Grinding and sharpening procedures. Hand-brake and shears. Scaffolds, swing stages (manual and electric). Ladders and steps. Heating boxes.</p> <p>Types, care and correct usage: suction cups, slings and webs, gloves and hand rubbers. Power suction gear use. Loose and crated glass dollies. Stationary and moveable racks.</p> <p>Care and use of rules, straight edges, protractors, squares and scribes. Centre-punches, angle dividers. Spirit levels, transits and plumb-bobs, chalk and mason's lines. Measuring: use of grid and base lines and benchmarks. Layout of right angles by measurement.</p> <p>Metal, wood, plastics and masonry; sawing, filing, chipping, shearing, braking, drilling and chiselling.</p> <p>Glass cutting principles and methods for: sheet, polished plate, patterned and shaped glass. Cutter type selection, use, cooling and lubrication requirements. Free-hand cutting. Use of templates, straight edges, wood squares, circle cutters. Cutting inner and outer circles. Faulty cut causes and detection. Glass cut breaking methods. Hand finishing glass edges: hand stone types and usage. Purpose of wetting stone. Procedures for arrissing and grinding: angles and purpose.</p> <p>Types and sizes of woodscrews, sheet metal screws, self-tapping screws, expansion shields, toggle bolts, powder actuated fasteners, nuts and bolts, washers, rivets, nails, specially designed masonry fasteners. Factors governing selection. Screw thread terminology and systems. Thread purpose and fit classification. Installation and removal procedures. Torque setting. Locking methods. Drilling and tapping procedures. Power tapping. Removal of broken taps, studs and screws.</p>
6	Glass	<p>Glass Facts</p> <p>Glass Manufacturing Processes</p> <p>Glass Function and Recognition</p>	<p>History. Composition. Properties: viscosity, devitrification, specific gravity. Thermal expansion and conductivity. Tensile, compressive and impact strengths. Light reflection loss. Sound transmission. Maximum glass sizes.</p> <p>Manufacture: mixing (frit), melting, drawing, annealing. Sheet glass: crown process, bulls-eyes or bullions, cylinder and flat drawn. Rolled glass: rolled and rough cast, cathedral and figured rolled, wired glasses. Polished plate glass. Float glass.</p> <p>Purpose, thickness and qualities.</p> <p>—Transparent glass: sheet, polished plate and float glass: thickness specifications and quality selection.</p> <p>—Translucent glass: cathedral, figured, rolled, antique, sand-blasted and acid-etched glasses; thickness specifications and tints.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
			<p>—Opal glasses; flashed opal and pot opal sheet, rolled and polished opal sheet; thickness specifications and colours.</p> <p>—Special purpose glasses; wired-cast or polished (georgian, hexagonal, diamond, single-strand). Toughened glass: fully tempered and heat-treated types; thickness and size limitations, edge conditions and configurations, warpage.</p> <p>—Laminated glass: dual and multiple.</p> <p>—Heat absorbing sheet, plate and rough glass; thickness, colour, tint, transmission factors, edge condition.</p> <p>—Heat reflecting glass: sheet and plate; thickness, colour, tint density, heat reflection and light transmission factors, edge condition.</p> <p>—Lead-plate glass (x-ray): thickness, cutting methods and problems.</p> <p>—Prismatic glass: light refraction properties.</p> <p>—Cladding (Spandrel) glasses: plate, sheet, textured, standard and special colours; heat strengthening, warpage, size limitations.</p> <p>Miscellaneous Glasses</p> <p>Factory sealed units of plate, sheet, wired, textured or patterned, heat-absorbing or heat-reflecting and toughened glass; size limitations, air seal, air space, edge protection. Insulation factors, effective condensation control. Methods of avoiding thermal breaks in units.</p> <p>—Veneer and structural glasses: glass veneers, firefinished, mechanical polished and float finished surfaces: annealed, toughened and laminated types; size limitations, colour range and matching, thickness. Edge and hole preparation, integral lettering or design.</p> <p>—Structural glass blocks and channels, surface textured, corrugated and wired glasses; size limitations.</p> <p>Mirrors</p> <p>Plate, sheet, tinted and antique glass; glass quality, toughening, decorative cut, bevelled, sand-blasted, etched. Framed mirrors. Single mirror exposed edge installation: use of clips and rosettes. Multiple mirrors; ground and polished to butt. Mirror-flex and mirror-pane.</p> <p>—Transparent mirrors: annealed, toughened, tinted; size limitations, surface protection. Light intensity differential, effective light ratios.</p> <p>Glass Preparation</p> <p>Cutting tolerances. Chipping and nipping, notching. Edgework procedures: grinding, polishing, mitring, levelling. Drilling techniques: use of carboloy, triangular or spade, tubular (regular or diamond impregnated) type drills; speeds and feeds, abrasives, coolants. Surface finishes: sand blasting and acid etching techniques. Bending and forming procedures.</p> <p>Plastics</p> <p>Types and characteristics: Transparent, translucent, decorative, flat, corrugated, moulded, extruded, rigid or flexible—colour. Working, handling and cleaning techniques.</p>
7	Metals	<p>Metal Types, Properties</p> <p>Metal Shapes and Sections</p> <p>Surface Finishes and Protective Coatings</p>	<p>Composition and properties: aluminum, mild steel, stainless steel, bronze and copper, alloys, malleability. Expansion and contraction factors. Availability. Selection factors: strength, cost durability, compatability, workability; architectural features, engineering requirements.</p> <p>Sheet manufacturing processes: hot and cold rolled, smooth and textured surface. Standard sizes and size limitations. Thicknesses and gauges.</p> <p>—Formed sheet (brake-shape): hand and power braking procedures; size, design and thickness limitations. Brake-line surface distortion.</p> <p>—Rolled sections: rolling procedures. Design limitations. Economics vs. braking.</p> <p>—Extrusions: extruding process. Simple and porthole extrusions. Permissible tolerances, relative strength and appearance.</p> <p>—Mechanical finishes: millfinish, belt finish (grit types) and polished.</p> <p>—Electrolytic and chemical finishes: acid etching. Anodizing; clear and coloured finishes, skin thickness. Colour matching, surface hardeners.</p> <p>—Paint finishes: lacquer, baked enamel. Degrees of gloss.</p> <p>—Ceramic and porcelain-enamel glaze finishes. Touch-up procedures.</p> <p>—Temporary surface protectors and removal techniques: lacquers (brush or spray), strippable plastic coatings (brush or spray), petroleum jelly, self-adhesive paper and tapes.</p>
8	Glazing Materials	Properties of Sealants and Glazing Materials	Adhesion. Cohesion. Elongation. Modulus of elasticity. Hardness. Ultimate life. Tensile and compression strength, curing. Safety precautions: fumes, toxic action, fire hazards.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		<p>Conventional Glazing Materials (Knife grade and tapes)</p> <p>Sealant Types (Gun grade, 1-part and 2-part)</p> <p>Dry Glazing Materials</p> <p>Glazing Accessories</p> <p>Material Selection</p> <p>Joint Preparation</p> <p>Material and Applicator Preparation and Usage</p>	<p>— Oleo-resin compounds: wood and metal sash putty. Synthetic resin compounds: wood and metal mastics.</p> <p>— Butyl-rubber compounds, pre-formed tape (including reinforced types). Polybutene mastics and polyisobutylene tapes.</p> <p>Oleo-resin compounds. Synthetic resin, polybutene, liquid polymer acrylic-base, butyl rubber and urethane compounds. Polysulphide, silicone rubber and acrylic types. Primers and surface conditioners. Back-up materials: styrofoam and foam rubber. Shelf life, pot life and curing time.</p> <p>Neoprene and vinyl roll-in splines and U-channel gaskets. Neoprene structural gaskets: spline or compression types. Felt, cork or rubber stripping.</p> <p>Types of setting blocks: lead, treated hardwood, neoprene and vinyl. Spacers: cork, neoprene and vinyl, treated hardwood. Glazing clips: spring wire, wedge, points. Special clips designed by manufacturers.</p> <p>Governing factors: joint purpose and size; type of materials to be joined; installation sequence and working conditions; exposure to air, moisture temperature and light rays; economical factors; expected joint movement; architect's specifications.</p> <p>Architect's and manufacturer's instructions. Surface preparation methods: dry cleaning (wiping, wire brushing, scraping) Wet cleaning: cleaning solvents. Priming. Surface conditioning. Joint back-up.</p> <p>Job quantities. Manufacturer's packaging types. Mixing, stirring. Heating as required. Selection and preparation of applicators. Material application by appropriate procedures and techniques. Material compatibility. Procedures for cleaning applicators and material surfaces. Cleaning solvent types and usage. Site clean-up.</p>
9	Adhesives	Adhesive Selection and Usage	Types and characteristics; glass veneer mastics, mirror mastics; epoxy, contact and plastic cements. Selection factors: material nature; air, moisture and temperature exposure; required holding power and resiliency. Application methods.
10	Glass Cements	Cement Selection	Types and characteristics: one-part and two-part glass cements. Pointing compounds. Selection factors: required holding power, resiliency to accommodate movement, required waterproofing degree, clamping requirements and colour. Handling and preparation: storage, shelf life, temperature and moisture damage. Mixing procedures — importance of manufacturer's instructions. Pot life. Safety precautions: fire and physical hazards. Procedures and techniques for installation of show cases, all-glass entrances and stuckglass fronts.
11	Hardware and Operating Equipment	<p>Door Hinges and Pivots</p> <p>Locks and Operating Hardware</p> <p>Thresholds and Guards</p> <p>Door Stops</p> <p>Weathering</p> <p>Door Closers (Manual Types)</p> <p>(Automatic Types)</p> <p>Door Controls</p> <p>Sliding Door Hardware</p> <p>Showcase Hardware</p>	<p>Types and characteristics: butt, gravity, doubleacting, spring loaded, piano. Burglar proof types. Centre-hung, offset, intermediate pivots.</p> <p>Dead-locks, latch-locks. Flush-bolts. Electric strikes, panic devices (concealed or surface mounted), push and pull hardware: single and double acting.</p> <p>Centre-hung, offset and interlocking. Integral or surface mounted kick-plates. Buggy-bumpers and guard rails. Finger guards.</p> <p>Friction stays, drop arms, floor or wall mounted door stops; wind arrestors, chains, door co-ordinators.</p> <p>Mohair pile, door or frame mounted, fixed or adjustable neoprene or rubber sweeps. Inter-locking types. Astragals.</p> <p>Overhead exposed (pot or stream-lined types) and overhead concealed (frame or door mounted), floor concealed (single or double-acting, centre-hung, offset), balanced, revolving (manual or electric assist).</p> <p>Pneumatic, hydraulic, electric: swing, sliding, overhead or in-floor mounted, single or multiple door operation; power or spring closing action; high or low pressure systems.</p> <p>Carpet and hardware controls: Photo-electric cells; radio-wave controls; pull-cord switches; control boxes.</p> <p>Patio door locks and pulls. Roller assemblies and nylon guides. Door bumpers. Fly-screen hardware.</p> <p>Sliding door track and guides (roller, ball bearing, plastic). Locks: ratchet, friction and pin types. Finger pulls. Standards and shelf brackets. Counter posts.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Window and Sash Hardware	Friction stays and hinges. Sash locks and balances. Manual remote controls.
		Miscellaneous Hardware	Mirror clips. Rosettes, glass mitre clamps. Three way clamps.
12	Installation Procedures Glazing	Face Glazing	Wood and metal sash: squaring and plumb checks. Cleaning. Priming. Bedding: face and edge clearance. Setting-blocks and spacers. Glass holding: use of clips, wedges and points. Facing and stroking off. Filling voids. Excess compound removal.
		Stop Glazing	Wood and metal sash (fixed and opening): squared, plumbed, cleaned, primed. Snap-on or screw-on stops. Bedding; use of compound, preformed tapes. Setting blocks and spacers. Edge clearance and bite on glass. Use of sealants for heel and needle bead neoprene or vinyl glazing strips.
		Dry Glazing	Glazing-in rolled store front sections (glass to metal). Glazing-in extruded sections (neoprene or vinyl strip). Preparation of opening. Setting blocks at quarter points. Edge clearance and bite on glass. Application of stops (screw-on or snap-on). Application of neoprene or vinyl glazing strips.
		Gasket Glazing	Checking of openings and sashes: importance of size and squareness tolerances. —Gasket types and application. Setting glass (arrissing, spatula and lubricant use). Placing of locking strips; use of locking tools and lubricants.
		Glass Veneers	—Wall preparation: checks for firmness, flatness and plumb. Surface conditioning (dry wall). Layout. —Placing of supporting clips and retaining molding. Cutting, nipping, arrissing and back-chipping glass. Mastic application, backspacing and coverage. Setting glass veneer, pointing joints and cleaning.
		Mirrors	—Wood or metal framed. Tamper-proof types. —Unframed: use of clips, rosettes, mirror-mastics, fasteners, mirror molding. Alignment procedures. Installation of mirror sliding doors, one-way mirrors and mirrorflex.
		Showcases	Measuring. Types of joints. Use of clamps or moldings, adhesive and sealants.
		Sliding Glass Doors (Unframed)	Types of glass and size limitations. Measuring procedures. Installation of tracks, finger pulls and locks.
		Shelves	Types of glass and size limitations. Use of brackets and standards.
		Counter Partitions	Types of glass and size limitations. Use of counter posts. Speak-holes and covers, pay-holes and covers.
		Table Tops	Preparation of table top patterns.
		Curtain Walls	Planning and layout. Hoisting and placing glass on floors. Preparation of openings. Setting of vision and spandrel glass; use of swing stage. Condensation drainage and venting considerations. Application of pressure plates and stops. Finishing trims. Special hazards and safety precautions.
13	Installation Procedures Metal	Store Fronts (Rolled Sections and Brake-Shapes)	On-site layout procedures and techniques for: sill sections, head and side jambs, sash (full and half), division, corner and muntin bars, stops, caps, awning boxes and hoods, canopies. Installation and setting procedures. Protection methods.
		Extruded Frames (Including Swing Doors)	Job-site checks and measuring. Frame layout and fabrication: use of jigs and templates. On-site assembly and frame installation. Hanging and glazing doors. Adjusting doors.
		Non-operating Hardware	Procedures for installation of: hinges, pivots, push and pull door hardware, locks, cylinders, flush-bolts and keepers. Panic hardware. Door hold-open devices, bumpers and wind-arrestors. Thresholds and kickplates. Door stops, astragals and finger-guards. Buggy bumpers and guardrails. Friction stays, sash locking devices and weathering devices. Layout procedures and techniques: use of jigs and templates. Adjustment procedures.
		Operating Hardware (Manual)	Procedures for installation of floor concealed (offset, centre-hung, single and double acting) closers. Overhead, (surface mounted or concealed, door or transom mounted) closers. Balanced and revolving door types. Adjustment and maintenance procedures. Layout procedures and techniques: Use of jigs and templates.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Automatic)	Layout procedures and techniques for installation of electric, pneumatic and hydraulic types. Controls: carpet, photo-electric, radio wave, pull cord switches and control boxes. Adjustment and maintenance procedures; use of test equipment.
		Wall Facings	Installation procedures for wall facings formed from: flat aluminum sheet, metal brake shapes, extruded or rolled sections. Solid or hollow panels. Plastic window walls and sky-lights. Protection methods.
		Sliding Doors (Manual)	Installation procedures for residential patio and commercial store front doors. Tub and shower enclosures. Mirror sliding doors. Protection methods.
		Window Frames	Punched, strip (horizontal or vertical) (fixed or opening) (top, bottom or side hung), (inward or outward opening) or sliding (horizontal or vertical), insulated or non-insulated, inside or outside glazed (single or double). Layout, assembly and installation procedures for: sills, drip deflectors, expansion joint covers, anchors, blocking, base frames, fasteners, expansion mullions, opening sashes and related hardware. Sealant application.
		Curtain Wall	Interpretation of plans and specifications; checking wall components with drawings and parts lists. Establishing lines, levels and grade marks; layout and presetting anchors. Preassembly of wall components. Installation and alignment of sections on lowest floor level. Installation and alignment of remaining wall grid. "Freezing" anchors (welding, etc.). Installing adaptors and flashings. Sealant application. Installation of insulation. Installation of partition closer panels. Final check of completed installation.
14	Installation Procedures Special Products	Suspended Glass Fronts	Layout procedures: installation of suspension brackets and perimeter framing. Hanging of glass. Patch fittings. Special door hardware and mounting procedures. Supporting glass fins. Installation of weathering. Sealing procedures. Protection methods. Replacement procedures.
		Stuck Glass Fronts	Layout procedures. Installation of concealed or exposed perimeter framing. Glass stiffeners (one side or both sides). Finishing glass joints. Protection methods. Replacement procedures.
		Auto Glass	Use of National Auto Glass Specifications Parts Book. Identification and selection of bent glass parts (toughened or laminated). Cutting and edgework procedures for laminated flatstock to N.A.G. specifications. Damaged light removal procedures. Installation and sealing of new parts. Use of specialized tools, lubricants and sealants.
		Art Glass	Designing; use of cartoons (patterns). Cutting, waxing-up, etching, painting, firing, procedures and techniques. Additional waxing-up and painting. Staining. Leading-up and soldering. Cementing and fitting into base frame. Handling and installation procedures.
		Aquariums	Producers for construction of framed and all-glass types. Glass selection, cutting and edgework. Selection of non-toxic cements and sealants. Water pressure and weight considerations. Mechanical blocking of glass in frames.
15	Planning Procedures	Job Specifications and Changes	Reading and interpretation; work included, work excluded. Type and quality of materials, finishes and workmanship called for. Responsibility for protection, cleaning, guarantees. Specific installation instructions. General conditions. Modifications to job specifications by bulletins and addenda, change notices and change orders.
		Job Planning	Manpower, tool and equipment requirements. Material and equipment deliveries and storage. On-site distribution of materials. Electric power requirements. Job allocation. Co-ordination with other trades through General Contractor.
		Production Principles	Job break-down into separate operations for specialization. Elimination of unproductive motion.

Schedule 2

GLAZIER AND METAL MECHANIC

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Trade Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools and equipment, glass handling devices and equipment, measuring and marking tools, fastening devices. Benchwork and cutting-table operations. (As detailed in Schedule 1).
2	Glass	Glass Facts Glass Function and Recognition Glass Preparation Plastics	Familiarization with glass composition and properties. Maximum glass sizes. Manufacturing processes. —Transparent, translucent and opal glasses. Special purpose types: wired, laminated, heat absorbing, heat reflecting, and lead-plate glasses. Prismatic glass. Cladding (Spandrel) glasses. Miscellaneous glasses; factory sealed units, veneer and structural glasses, blocks and channels, corrugated glass. Mirrors: plate, sheet and transparent one-way types. Familiarization with cutting tolerances. Chipping and nipping, notching. Edge-work: grinding, polishing, mitring, levelling. Glass drilling, sand blasting and etching. Bending and forming techniques. Familiarization with types, characteristics and applications. Working, handling and cleaning operations.
3	Metals	Metal Types, Properties Metal Shapes and Sections Surface Finishes and Protective Coatings	Familiarization with characteristics and properties: aluminum, mild steel, stainless steels, bronze and copper, alloys. Selection factors. Familiarization with: sheet metal manufacturing processes: standard sizes and size limitations. Thicknesses and gauges. —Formed sheet (brake-shape): size, design and thickness limitations. Economics vs. braking. —Extrusions: permissible tolerances, relative strength and appearance. Familiarization with: mechanical finishes, —Electrolytic and chemical finishes: Colour matching, surface hardeners. —Paint finishes: lacquer and baked enamel. —Ceramic and porcelain-enamel glaze finishes. Touch-up procedures. —Temporary surface protectors and removal techniques.
4	Glazing Materials	Sealants and Glazing Materials Conventional Glazing Materials (Knife grade and tapes) Sealant Types (Gun grade, 1-part and 2-part) Glazing Accessories Joint Preparation Material Selection Preparation and Application	Properties. Safety precautions: fumes, toxic action, fire hazards. —Oleo-resin compounds: wood and metal sash putty. Synthetic resin compounds: wood and metal mastics. —Butyl-rubber compounds: preformed tape (including reinforced types). Polybutene mastics and polyisobutylene tapes. Oleo-resin compounds. Synthetic resin, polybutene, liquid polymer acrylic-base, butyl rubber and urethane compounds. Polysulphide, silicone rubber and acrylic types. Primers and surface conditioners. Back-up materials. Shelf life, pot life and curing time. Dry-glazing materials: roll-in splines and U-channel gaskets. Structural gaskets. Stripping. Setting blocks. Spacers. Glazing clips. Special purpose clips. Surface preparation: dry cleaning, or wet cleaning. Priming. Surface conditioning. Joint back-up. Selection factors: mixing, stirring. Heating as required. Selection and preparation of applicators. Material application. Cleaning applicators and material surfaces. Site clean-up.
5	Adhesives	Adhesive Selection and Usage	Characteristics; glass veneer mastics, mirror mastics; epoxy, contact and plastic cements. Selection factors; application methods.
6	Glass Cements	Cement Selection	Familiarization with: one-part and two-part glass cements. Pointing compounds. Selection factors. Handling and mixing procedures. Pot life. Safety precautions: fire and physical hazards. Installation of showcases, all-glass entrances and stuck-glass fronts.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
7	Hardware and Operating Equipment	Door Hardware	Familiarization with types and characteristics: door hinges and pivots. Locks and operating hardware. Thresholds and guards. Kick-plates. Buggy-bumpers and guard rails. Finger guards. Door stops. Wind arrestors, chains, door co-ordinators. Weathering. Astragals. Door closers: (manual types) including balanced, revolving (manual or electric assist); automatic types: pneumatic, hydraulic, electric, power or spring closing action; high or low pressure systems. Door controls: carpet and hardware controls: Photo-electric cells; radiowave controls; pullcord switches; control boxes. Sliding door hardware. Door locks and bumpers. Fly-screen hardware.
		Showcase Hardware	Sliding door track and guides. Locks. Finger pulls. Standards and shelf brackets. Counter posts.
		Window and Sash Hardware	Friction stays and hinges. Sash locks and balances. Manual remote controls.
		Miscellaneous Hardware	Mirror clips. Rosettes, glass mitre clamps. Threeway clamps.
8	Installation Procedures Glazing	Face Glazing	Wood and metal sash: squaring and plumb checks. Cleaning. Priming. Bedding: face and edge clearance. Setting-blocks and spacers. Glass holding: use of clips wedges and points. Facing and stroking off. Filling voids. Excess compound removal.
		Stop Glazing	Wood and metal sash (fixed and opening): squaring and plumb checks. Cleaning. Priming. Application of snap-on or screw-on stops. Bedding; use of compound, preformed tapes. Setting blocks and spacers. Sealing heel and needle bead neoprene or vinyl glazing strips.
		Dry Glazing	Glazing-in rolled store front sections (glass to metal). Glazing-in extruded sections (neoprene or vinyl strip). Preparation of opening. Setting blocks. Application of stops (screw-on or snap-on). Application of glazing strips.
		Gasket Glazing	Checking openings and sashes. —Gasket selection. Setting glass. Placing locking strips.
		Glass Veneers	—Wall preparation and checking. Surface conditioning (dry wall). Layout. —Placing supporting clips and retaining moldings. Cutting, nipping, arrrising and back-chipping glass. Mastic application, backspacing and coverage. Setting glass veneer, pointing joints and cleaning.
8	Installation Procedures Glazing	Mirrors	Alignment and installation of wood or metal framed, tamper-proof or unframed types: mirror sliding doors, one-way mirrors and mirrorflex.
		Showcases	Measuring and installation. Use of clamps or moldings, adhesives and sealants.
		Sliding Glass Doors (Unframed)	Measuring and installation of tracks, finger pulls and locks.
		Shelves	Use of brackets and standards. Size limitations.
		Counter Partitions	Use of counter posts. Provision of speak-holes and covers, pay-holes and covers.
		Table Tops	Measuring and pattern making.
9	Installation Procedures Metal	Curtain Walls	Planning and layout. Hoisting and placing glass on floors. Preparation of openings. Setting vision and spandrel glass: use of swing-stage. Condensation drainage and venting. Application of pressure plates, stops, and finishing trims.
		Store Fronts (Rolled Sections and Brake Shapes)	On-site layout of sill sections, head and side jambs, sash (full and half), division, corner and muntin bars. Stops, caps, awning boxes and hoods, canopies. Installation, setting and protection.
		Extruded Frames (Including Swinging Doors)	Job-site checks and measuring. Frame layout and fabrication: jig and template use. On-site assembly and frame installation. Hanging, glazing and adjusting doors.
		Non-operating Hardware	Installation of hinges, pivots, push and pull door hardware, locks, cylinders, flush-bolts and keepers. Panic hardware. Door hold-open devices, bumpers and wind-arrestors. Thresholds and kick-plates. Door stops, astragals and finger guards. Buggy-bumpers and guardrails. Friction stays, sash locking devices and weathering devices. Layout: use of jigs and templates. Final adjustment.
9	Installation Procedures Metal	Operating Hardware (Manual)	Layout and installation of floor concealed (offset, centre-hung, single and double acting closers), overhead (surface mounted or concealed, door or transom mounted) closers. Balanced and revolving door types. Use of jigs and templates. Final adjustments.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		(Automatic)	Layout and installation of electric pneumatic and hydraulic types. Controls: carpet, photo-electric, radio wave, pull-cord switches and control boxes. Final adjustments: use of test equipment.
		Wall Facings	Installation and protection of wall facings formed from flat aluminum sheet, metal brake shapes, extruded or rolled sections. Solid or hollow panels. Plastic window walls and sky-lights.
		Sliding Doors (Manual)	Installation and protection of residential patio and commercial store front doors. Tub and shower enclosures. Mirror sliding doors.
		Window Frames	Punched, strip (horizontal or vertical) (fixed or opening) (top, bottom or side hung), (inward or outward opening) or sliding (horizontal or vertical), insulated or non-insulated, inside or outside glazed (single or double). Layout, assembly and installation of sills, drip deflectors, expansion joint covers, anchors, blocking, base frames, fasteners, expansion mullions, opening sashes and related hardware. Sealant application.
		Curtain Wall	Checking wall components. Establishing lines, levels and grade marks: layout and presetting anchors. Preassembly of wall components. Installation and alignment of wall grid. "Freezing" anchors (welding, etc.). Installing adaptors and flashings. Sealant application. Installation of insulation and partition closer panels. Completed installation check.
10	Installation Procedures —Special Products	Suspended Glass Fronts	Layout and installation of suspension brackets and perimeter framing. Hanging glass. Patch fittings. Special door hardware mounting. Supporting glass fins. Installation of weathering. Sealing operations. Replacement operations.
		Stuck Glass Fronts	Layout and installation of concealed or exposed perimeter framing. Glass stiffeners (one side or both sides). Finishing glass joints. Protection. Replacement operations.
		Auto Glass	Identification and selection of glass parts (toughened or laminated). Cutting and edgework of laminated flat-stock to National Auto Glass specifications. Damaged light removal. Installation and sealing of new parts.
		Art Glass	Designing. Cutting, waxing-up, etching, painting, firing operations. Additional waxing-up and painting. Staining. Leading-up and soldering. Cementing and fitting into base frame. Handling and installation.
		Aquariums	Construction of framed and all-glass types. Glass selection, cutting and edgework. Use of non-toxic cements and sealants. Blocking glass in frames.

R.R.O. 1980, Reg. 39, Sched. 2.

REGULATION 1059**HEAVY DUTY EQUIPMENT MECHANIC****1. In this Regulation,**

"certified trade" means the trade of heavy duty equipment mechanic;

"heavy duty equipment" means any mobile equipment and attachments thereto, used for building construction, engineering construction, logging, mining and farming operations;

"heavy duty equipment mechanic" means a person who services, repairs and maintains heavy duty equipment. R.R.O. 1980, Reg. 42, s. 1.

2. The trade of heavy duty equipment mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 42, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience training of 1800 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and

- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 42, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 42, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular hours of work shall be included in computing the hours spent by the apprentice in work experience training. R.R.O. 1980, Reg. 42, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for the apprentice's regular daily hours of work or for hours of work in excess of the apprentice's regular daily hours of work shall not be less than,

- (a) 50 per cent during the first period;
 (b) 60 per cent during the second period;
 (c) 70 per cent during the third period;
 (d) 80 per cent during the fourth period;
 (e) 90 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen employed by an employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 42, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, an apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 42, s. 7.

8. Despite section 7, on the recommendation of the Provincial Advisory Committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 42, s. 8.

9. The Director shall issue a progress record book to an apprentice who shall record his or her related training and work experience training time and the apprentice shall be responsible for the safe-keeping of the progress record book. R.R.O. 1980, Reg. 42, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 42, s. 10.

11. Section 9 and subsections 10 (2) and (3) of the Act do not apply to a person who works or is employed to work on heavy duty equipment for which a permit has not been issued for use on a highway under the *Highway Traffic Act*. R.R.O. 1980, Reg. 42, s. 11.

12. Despite section 23 of Regulation 1055 of Revised Regulations of Ontario, 1990, a certificate of qualification in the certified trade is not required to be renewed where the holder works or is employed to work solely on heavy duty equipment for which a permit has not been issued for use on a highway under the *Highway Traffic Act*. R.R.O. 1980, Reg. 42, s. 12.

Schedule 1

HEAVY DUTY EQUIPMENT MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Identify safety and health hazards. Use of appropriate fire extinguishers. Demonstrate good housekeeping
2	Hand and Power Tools	Identify, use, and maintain hand and power tools
3	Measuring Devices	Identify, use and maintain measuring devices
4	Machine Shop	Perform cutting, drilling, reaming, grinding, honing, knurling, and threading operations
5	Shop Equipment	Identify, use and maintain shop equipment
6	Trade Calculations	Trade related Mathematics, Sciences and schematics
7	Trade Communications	Effective communication, trade related reports, forms and technical publications
8	Welding	Fundamental principles of joining, welding, fusing and cutting metals using oxyacetylene, electric arc and soldering equipment
9	Engines	Operating principles, service, repair and overhaul of engines and engine components
10	Fuel Systems	Operating principles, service, repair and overhaul of gasoline and diesel fuel systems
11	Electrical Systems	Operating principles, service repair and overhaul of vehicle electrical systems
12	Power Trains	Operating principles, service, repair and overhaul of power trains
13	Suspension Steering and Brakes	Operating principles, service, repair and overhaul of suspensions, steering and brakes

R.R.O. 1980, Reg. 42, Sched. 1.

Schedule 2**HEAVY DUTY EQUIPMENT MECHANIC****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Be aware of shop and road hazards and safety rules
2	Hand and Power Tools	Practice the use and maintenance of hand and power tools
3	Measuring Devices	Practice the use and maintenance of measuring devices
4	Shop Equipment	Practice the use and care of machine shop or shop equipment
5	Welding	Practice welding, cutting, brazing and soldering automotive parts using oxyacetylene and electric arc and soldering equipment
6	Engines	Practice in diagnosing faults and service, repair and overhaul of engines and components
7	Fuel System	Practice in diagnosing faults and service, repair and overhaul of fuel systems
8	Electrical Systems	Practice in diagnosing faults and service, repair and overhaul of electrical systems
9	Power Trains	Practice in diagnosing faults and service, repair and overhaul of power trains
10	Suspension Steering and Brakes	Practice in diagnosing faults and service, repair and overhaul of suspension, steering and brakes
11	Major Components	Removing and replacing of major components

R.R.O. 1980, Reg. 42, Sched. 2.

REGULATION 1060**HOISTING ENGINEER****1. In this Regulation,**

“mobile crane” means a mechanical device or structure that incorporates a boom that,

- (a) is capable of moving in the vertical and horizontal plane,
- (b) is capable of raising, lowering or moving a load suspended from the boom by a hook or rope, and
- (c) is mounted on a mobile base or chassis,

and includes a telescoping or articulated boom but does not include equipment that is used exclusively for fire-fighting or towing motor vehicles;

“tower crane” means a mechanical device or structure that is of the travelling, fixed or climbing type and that has,

- (a) a boom, power driven drum and wire rope to raise, lower or move material, and
- (b) a vertical mast or tower and jib. O. Reg. 553/90, s. 1.

2. The trade of hoisting engineer is designated as a certified trade for the purposes of the Act. O. Reg. 553/90, s. 2.

3. The trade of hoisting engineer is composed of three branches as follows:

- 1. Branch 1, mobile crane operators who maintain and operate mobile cranes that are capable of raising, lowering or moving material that weighs more than 16,000 pounds.

- 2. Branch 2, mobile crane operators who maintain and operate mobile cranes that are capable of raising, lowering or moving material that weighs more than 16,000 pounds but less than 30,000 pounds.

- 3. Branch 3, tower crane operators who maintain and operate tower cranes. O. Reg. 553/90, s. 3.

4. An apprentice training program for the trade of hoisting engineer is established and shall consist of,

- (a) training and instruction in the units of study listed in items 1 to 12 of Schedule 1 for Branches 1 and 2 and in the units of study listed in items 5 to 14 of Schedule 1 for Branch 3; and
- (b) work experience training provided by the employer of the apprentice in the units of study listed in items 1 to 8 of Schedule 2 for Branches 1 and 2 and in the units of study listed in items 4 to 9 of Schedule 2 for Branch 3. O. Reg. 553/90, s. 4.

5. An apprentice in the trade of hoisting engineer shall,

- (a) for Branch 1, complete three periods of related training and work experience of 2,000 hours per period;
- (b) for Branch 2, complete one period of related training and work experience of 1,000 hours; and
- (c) for Branch 3, complete two periods of related training and work experience of 2,000 hours per period. O. Reg. 609/90, s. 1.

6. The holder of a certificate of qualification in Branch 3 of the trade of hoisting engineer is entitled to a certificate of qualification in,

- (a) Branch 1 of the trade of hoisting engineer, upon completion

of two periods of related training and work experience of 2,000 hours per period; and

- (b) Branch 2 of the trade of hoisting engineer, upon completion of one period of related training and work experience of 1,000 hours. O. Reg. 553/90, s. 6.

7. The holder of a certificate of qualification in Branch 1 of the trade of hoisting engineer is entitled to a certificate of qualification in Branch 3 of the trade of hoisting engineer, upon completion of a period of related training and work experience of 2,000 hours. O. Reg. 553/90, s. 7.

8. The holder of a certificate of qualification in Branch 2 of the trade of hoisting engineer is entitled to a certificate of qualification in,

- (a) Branch 1 of the trade of hoisting engineer, upon completion of three periods of related training and work experience of 1,700 hours per period; and
- (b) Branch 3 of the trade of hoisting engineer, upon completion of two periods of related training and work experience of 1,500 hours per period. O. Reg. 553/90, s. 8.

9. The subjects of examination for an apprentice in the trade of hoisting engineer shall be based upon the units of study contained in Schedules 1 and 2. O. Reg. 553/90, s. 9.

10. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990 (General), every hour worked by an apprentice in excess of the regular hours of work of the apprentice shall be included in computing the hours spent by the apprentice in work experience. O. Reg. 553/90, s. 10; O. Reg. 609/90, s. 2.

11. The rate of wages for an apprentice in Branch 1 of the trade of hoisting engineer whether for the regular daily hours of work of the apprentice or for hours of work in excess of the regular daily hours of work of the apprentice shall not be less than the following average hourly rate of wages for journeymen employed by an employer in Branch 1 of the trade or, if the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area:

1. 40 per cent during the first period.
2. 60 per cent during the second period.
3. 80 per cent during the third period. O. Reg. 553/90, s. 11.

12. The rate of wages for an apprentice in Branch 2 of the trade of hoisting engineer whether for the regular daily hours of work of the apprentice or for hours in excess of the regular daily hours of work of the apprentice shall not be less than the minimum rate of wages prescribed under the *Employment Standards Act*. O. Reg. 553/90, s. 12.

13. The rate of wages for an apprentice in Branch 3 of the trade of hoisting engineer whether for the regular daily hours of work of the apprentice or for hours of work in excess of the regular daily hours of work of the apprentice shall not be less than the following average hourly rate of wages for journeymen employed by an employer in Branch 3 of the trade or, if the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area:

1. 40 per cent during the first period.
2. 70 per cent during the second period. O. Reg. 553/90, s. 13.

14. The rate of wages for the holder of a certificate of qualification in Branch 3 of the trade of hoisting engineer during the two periods of related training and work experience referred to in clause 6 (a) shall not be less than the following average hourly rate of wages for journeymen employed by an employer in Branch 1 of the trade or, if the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area:

1. 60 per cent during the first period.
2. 80 per cent during the second period. O. Reg. 553/90, s. 14.

15. The rate of wages for the holder of a certificate of qualification in Branch 1 of the trade of hoisting engineer during the period of related training and work experience referred to in section 7 shall not be less than 70 per cent of the average hourly rate of wages for journeymen employed by an employer in Branch 3 of the trade or, if the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area. O. Reg. 553/90, s. 15.

16. The number of apprentices who may be employed by an employer in the trade of hoisting engineer shall not exceed,

- (a) if the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) if the employer is not a journeyman in the trade, an apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. O. Reg. 553/90, s. 16.

17. Clause 12 (a) of the Act does not apply to Branch 2 of the trade of hoisting engineer. O. Reg. 553/90, s. 17.

18. Subsection 10 (4) of the Act does not apply to a person who is working in the trade of hoisting engineer when this Regulation comes into force. O. Reg. 553/90, s. 18.

Schedule 1

HOISTING ENGINEER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Crane Selection	Methodology for selecting appropriate mobile crane and attachments.
2	Pre-operational Checks	Method and sequence of checks to be conducted on mobile crane prior to operation.
3	Transporting, Erecting and Dismantling	Procedures for transporting, erecting and dismantling mobile cranes.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
4	Crane set-up	Site preparation, effect and purpose of gantries, counterweights and outrigger. Boom raising and extending.
5	Principles of Operation	Principles of leverage and power transmission.
6	Net Capacities	Calculation of net capacity. Purpose and use of load charts.
7	Rigging	Methods and materials for effective rigging.
8	Operation	Relevant procedures for safe operation of equipment.
9	Inspection	Frequency, sequence and method of inspections.
10	Crane Maintenance	Procedures for safe maintenance of equipment. Minor adjustments.
11	Unattended Cranes	Procedures to be followed with cranes being left unattended.
12	Log Book	Maintenance of log book to stipulated standards.
13	Configuration Identification	The various types of tower cranes. Effects of overloading, instability, structural or functional failure.
14	Erecting, Dismantling and Climbing	Procedures for erecting, dismantling and crane climbing.

O. Reg. 553/90, Sched. 1.

Schedule 2**HOISTING ENGINEER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Pre-operational Checks	Carry out pre-operational checks on mobile craning equipment.
2	Transporting, Erecting and Dismantling	Preparing mobile cranes for transportation. Erecting and dismantling of mobile cranes.
3	Set-up	Set-up mobile crane on job site with attention to safety and efficiency.
4	Operation	Perform the various operations on the relevant types of craning equipment.
5	Inspection	Perform frequent, periodic and special inspections.
6	Maintenance	Maintain and perform minor adjustments on relevant types of craning equipment.
7	Unattended Cranes	Practice in the proper procedures to be followed when leaving craning equipment unattended.
8	Log Books	Accurately maintain log books.
9	Rig Load	Rig various types of loads.

O. Reg. 553/90, Sched. 2.

REGULATION 1061**HORTICULTURIST**

1. In this Regulation, "certified trade" means the trade of horticulturist. O. Reg. 656/86, s. 1.

2. The trade of horticulturist is designated as a certified trade for the purposes of the Act. O. Reg. 656/86, s. 2.

3. The certified trade is composed of two branches as follows:

1. Branch 1, nursery-greenhouse worker.

2. Branch 2, landscaper-greenskeeper. O. Reg. 656/86, s. 3.

4. An apprentice training program is established for the certified trade and shall consist of,

- (a) training and instruction at a location approved by the Director in the units of study listed in items 1 to 24 of Schedule 1 for Branch 1 and in the units of study listed in items 1 to 15 and in items 25 to 36 of Schedule 1 for Branch 2; and
- (b) work experience training provided by the employer of the apprentice in the units of study listed in items 1 to 10 of Schedule 2 for Branch 1 and in the units of study listed in

items 10 to 20 of Schedule 2 for Branch 2. O. Reg. 656/86, s. 4.

5.—(1) An apprentice in the certified trade shall,

- (a) for Branch 1, complete related training and work experience training of 4,500 hours; and
- (b) for Branch 2, complete related training and work experience training of 4,500 hours.

(2) The holder of a certificate of qualification in Branch 1 of the certified trade is entitled to a certificate of qualification in Branch 2 of the certified trade upon completion of a further period of related training and work experience training of 1,500 hours approved by the Director.

(3) The holder of a certificate of qualification in Branch 2 of the certified trade is entitled to a certificate of qualification in Branch 1 of the certified trade upon completion of a further period of related training and work experience training of 1,500 hours approved by the Director. O. Reg. 656/86, s. 5.

6. The subjects of examination for an apprentice in the certified trade are based upon the units of study contained in Schedules 1 and 2. O. Reg. 656/86, s. 6.

7. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990 (General), every hour worked by an apprentice in excess of the apprentice's regular daily hours of work experience training shall be included in computing the hours spent by the apprentice in work experience training. O. Reg. 656/86, s. 7.

8. The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the progress of the apprentice in respect of related training and work experience and the apprentice shall be responsible for keeping the progress record up to date and for its safekeeping. O. Reg. 656/86, s. 8.

9. Section 10 of Regulation 1055 of Revised Regulations of Ontario, 1990 (General) does not apply to an apprentice in the certified trade. O. Reg. 656/86, s. 9.

10.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to any employer in the certified trade. O. Reg. 656/86, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 656/86, s. 11.

Schedule 1

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; use and maintenance of fire-fighting equipment. Handling and storing toxic solvents and materials. <i>Occupational Health and Safety Act. Workers' Compensation Act. Pesticides Act.</i>
2	Trade Calculations and Blueprints	Addition, subtraction, multiplication and division of whole numbers, fractions and decimals, ratio and proportion, areas. Lines, planes and angles; application to layout. Basic drafting and interpretation of blueprints. Site restrictions. Layout control stakes for grading operations. Layout lines of control for patios, walks, retaining walls.
3	Trade Communications	Effective communication. Reports, forms, work orders, instruction manuals, periodicals, trade journals.
4	Botany	Basic plant development from seed to mature plant. Germination, plant cells, osmosis, diffusion, transpiration, evaporation. Cell division, photosynthesis. Effects of temperature, soil conditions and oxygen. Parts and functions of a leaf, stem and root.
5	Portable Hand and Power Tools	Care and use of all trade portable hand and power tools. Importance of proper tool selection.
6	Plant Material I	Identification of hardy woody, herbaceous and annual plant materials commonly used within the industry. Cultural requirements of woody and herbaceous plant materials as they pertain to moisture, soil type, hardness, light and nutrient requirements.
7	Soils and Fertilizers	Soil characteristics and identification. Sampling and testing for pH. Identification and application of common fertilizers. Growth regulators.
8	Basic Turf Management	Identification of common turf varieties: blue grass, fescue, perennial rye, bent grass. Seeding and sodding procedures to establish and maintain healthy turf.
9	Planting Techniques I	Hand and machine planting methods and procedures. Preparation of planting beds and pits. Replanting and transplanting methods and procedures.
10	Pruning	Use and care of: pruning knives, budding knives, secateurs, loppers, pole pruners, hedge trimmers, pruning saws. Root pruning techniques. Methods of pruning shrubs, fruit trees, shade trees and evergreens.
11	Disease and Pest Control	Recognition and control of weeds, insects and disease. Selection, mixing and application of fungicides, repellents and poisons. Ministry of Environment standards, manufacturer's specifications, <i>Pesticides Act.</i>

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
12	Basic Grading	Interpretation of grading plan. Setting grades. Rough grading. Cut and fill procedures. Strip-ping, conservation and reapplication of topsoil.
13	Basic Carpentry	Identification and selection of timber for landscape applications. Familiarity with lumber mill grade stamps. Construction of screens, fences, decks and forms.
14	Small Engine Maintenance	Care and use of all small internal combustion engines. Maintenance procedures, non-scheduled repairs, use of manufacturer's manuals and specification charts.
15	Dry Masonry	Care and use of masonry tools. Preparation of base and foundation for laying paving stones and bricks, pre-cast units. Cutting and shaping as required.
16	Propagation and Production	Methods of propagating nursery stock. Production of annuals and herbaceous perennials, woody shrubs and trees, aquatic plants and vines, by grafting, budding, seeding or from cuttings, using container and row cultures. Preparation of seed beds and flats.
17	Greenhouse Growing	Producing and maintaining greenhouse plant materials. Care and operation of greenhouse. Control of: humidity, light ventilation, carbon dioxide, water, temperature, periodicity. Use of artificial growing mediums and hydroponic systems. Spraying and fumigating.
18	Advanced Botany	Recognition and identification of mature plant materials and scope of application, including botanical names and their meaning. Plant hardiness and cultural requirements. Handle, store, protect and grade nursery stock in accordance with requirements of Canadian Nursery Trades Association Guide Specifications.
19	Advanced Soils	Cultivation and grading by hand and machine. Sub-soiling. Sterilization and reconditioning.
20	Fertilizers	Selection and application of fertilizers. The importance of: nitrogen, phosphorus, potassium and trace elements. Storing of fertilizers.
21	Irrigation	Care and use of manual and automatic irrigation systems for nursery stock and greenhouse crops.
22	Planting Techniques II	Preparation and transplanting of all nursery stock by hand and machine. Staking and guying. Large material planting. Balled and burlap/bare root materials. Bedding.
23	Power Tools and Equipment	Care and use of all trade power tools and equipment, including: chain saws, tractors/loaders, sod cutters, roto tillers, hedge trimmers, spreaders, seeders, tree spades, planting machines, sprayers, sterilizers, potting machines, slings and cultivators.
24	Plant Material II	Methods and application of winter protection for plant materials including: wrapping/screening, mulching/hilling, traps, baits, spraying and wire screen protection. Winter storage requirements for harvested and container-grown nursery stock.
25	Plant Material III	Identification of at least eighty hardy herbaceous and annual plants. Methods of providing winter protection when required. Methods of repairing and salvaging damaged plant material such as: pruning, bark tracing, bracing and guying, bridging and grafting, wood dressing applications. Identification and grading of plant material. Interpretation of C.N.T.A. guide specifications.
26	Planting I	Methods of installing nursery stock. Staking out plant bed locations. Preparation of planting pits and beds: — excavation — drainage — backfilling — fine grade, mulching and irrigation.
27	Landscape Design	Preparation of basic residential landscape sketches. Determination of design requirements and landscape features.
28	Advanced Grading	Preparation of grading plans. Use of levels, batter boards, cross heads and boning rods. Establishing areas of cut and fill. Care and use of grading equipment to strip and stockpile topsoil, establish sub-grade, replace topsoil and fine grade.
29	Landscape Construction I	Constructing timber landscape structures by: estimating material requirements, laying out structure, excavating as required, cutting and securing components, finishing surface as required. Methods of mixing and placing concrete using appropriate materials and equipment. Constructing simple masonry structures and walls. Asphalt applications, physical properties and base preparations. Finishing methods.
30	Estimating I	From prepared plans, methods of calculating quantities of: materials, labour, equipment. Determination of unit prices, allowance for overhead factors, profit. Tendering procedures.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
31	Equipment III	Care and use of all hand and power tools and equipment, including: trimmers, scythes, edgers, mowers, sod cutters, rollers, spreaders, shredders, tractors, plows, augers, rotavators, harrows, blowers, sprayers, mixers, compaction, grading and soil equipment, chain saws, aerifiers, seeders, dressers, thatchers, lawn sweepers and trap rakes.
32	Turf Management	Selecting, developing and maintaining the standard fine turf species in Ontario. Selecting appropriate turf as required for tees, fairways and greens.
33	Golf Course Renovation and Reconstruction	Principles of golf course design and lay-out, including: tees, greens, fairways and traps. Preparation of soil mixtures and additives. Selection and installation of common drainage components.
34	Fertilizers II	Selection and use of fertilizers to produce quality of turf desired. Importance of nitrogen, phosphorus and potassium to plant growth. Identification of trace element deficiencies. Selection, identification and application of fertilizers as required. Proper storage procedures for fertilizers.
35	Irrigation	Identification of water requirements in new and existing landscapes. Operation and maintenance of manual and automatic irrigation systems.
36	Golf Course Maintenance	Maintaining fine turf on golf courses. Methods of de-thatching, overseeding, aerating, brushing, spraying, fertilizing and rolling of fine turf. Changing cup holes and markers. Sand trap maintenance. Proper mowing procedures.

O. Reg. 656/86, Sched. 1

Schedule 2**Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Propagation and Production	Methods of producing and propagating nursery stock including: annuals, herbaceous perennials, woody shrubs, trees, aquatic plants and vines. Methods of grafting, budding, seeding using container and row cultures, preparation of seed beds and flats.
2	Greenhouse Growing	Methods of producing and maintaining greenhouse plant materials. Methods of operating a greenhouse through proper control of: humidity, light, ventilation, water, temperature, carbon dioxide and photo-periodicity. Use of artificial growing media. Methods of spraying and fumigating.
3	Advanced Botany	Identification and features of woody and herbaceous plant material commonly encountered in the industry. Selection of plants for specific landscape applications. Cultural and hardiness factors including light, soil and moisture. Methods of harvesting plant material. Handling, storing, protecting and grading nursery stock. Application of Canadian Nursery Trades Association Guide Specifications.
4	Advanced Soils	Preparation of soil for nursery production. Identification of soil structure and type. Sterilization and reconditioning procedures. Proper drainage and cultivation methods.
5	Fertilizers	Selection and application of fertilizers. The importance of potassium, nitrogen and phosphorus to plant growth. Identification and remedies for trace element deficiencies.
6	Irrigation	Proper use of manual and automatic irrigation systems for nursery stock and greenhouse crops.
7	Planting Techniques	Preparation of plants for transplanting: baling, potting, bare-rooting. Methods of staking and guying transplanted stock. Care and use of machines used to plant stock: tree spades, tree planters and potting machines.
8	Greenhouse Maintenance	Maintenance and repair of greenhouses and related equipment. Proper installation of valves and pipe fittings. Glass cutting and reglazing techniques. Polyhouse construction.
9	Power Tools and Equipment	Care and use of power tools and equipment including: chain saws, tractors, sod cutters, roto tillers, hedge trimmers, spreaders, seeders, tree spades, planting machines, sprayers, sterilizers and posting machines.
10	Plant Materials	Determination of winter protection requirements for plant material. Winter storage requirements for harvested and container-grown nursery stock. Methods of: wrapping/screening, mulching/hilling, spraying and wire screen protection. Recognition of damaged plant material and methods of repair: pruning, bark tracing, bracing and guying, bridging and grafting, wood dressing applications.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
11	Planting II	Methods of installing nursery stock. Staking out plant/bed locations. Preparation of planting pits and beds: excavation and removal of excess fill, provision of drainage where required, backfilling with planting mixture and nursery stock, fine grading, mulching and irrigation.
12	Landscape Design	Preparation of basic residential landscape sketches. Determination of design requirements. Selection and delineation of the required landscape features.
13	Advanced Grading	Laying out grading plans. Use of survey level, batter boards, cross heads and boning rods to establish areas of cuts and fill according to plan. Grading operations and selection of appropriate equipment. Stripping and stockpiling topsoil, establishing sub-grade, fine grading.
14	Landscape Construction II	Construction of lumber and/or timber landscape structures, from drawings or specifications. Estimating material requirements. Layout procedures and preparation of base. Cutting and securing components. Mixing and placing of concrete. Finishing techniques. Construction of masonry surface/wall. Preparation of base for asphalt application. Care and use of proper equipment.
15	Estimating II	From landscape drawings and/or plans, methods of: calculating quantities of materials, labour and equipment requirements. Methods of determining unit prices, overheads, profit margins. Tendering procedures.
16	Equipment IV	Care and use of all hand tools including: slings, chains, rigging, ropes and tree spurs. Care and use of all power tools and equipment including: trimmers, chain saws, mowers, tractors, cutters, roto tillers, spreaders, plows, seeders, rollers, augers, mixers, spades, compactors, edgers, loaders and shredders.
17	Turf Management III	Selecting, developing and maintaining the standard fine turf species in Ontario. Selecting appropriate turf as required for tees, fairways and greens. Methods of cutting, rolling and staking nursery turf.
18	Golf Course Renovations and Reconstruction	Principles of golf course layout and design. Preparation of soil mixtures and additives for greens, tees and fairways. Proper selection, installation and maintenance of drainage components.
19	Fertilizers III	Methods of fertilizing fine turf. Identification of cultural requirements. Application and storage of quality fertilizers. Soil test procedures.
20	Irrigation III	Methods of installing and maintaining irrigation components as determined by landscape characteristics. Use of manual and automatic systems.

O. Reg. 656/86, Sched. 2.

REGULATION 1062**INDUSTRIAL ELECTRICIAN****1. In this Regulation,**

“certified trade” means the trade of industrial electrician;

“industrial electrician” means a person who, in an industrial plant, shop or premises,

- lays out, assembles, installs, repairs, maintains, connects or tests electrical fixtures, apparatus, control equipment and wiring for electrical systems,
- plans installations from blueprints, sketches, specifications and installs all electrical and electronic devices,
- systematically diagnoses faults in electrical and electronic systems and equipment and repairs or replaces electrical and electronic components as required,
- measures, cuts, threads, bends, assembles and installs conduits and other electrical conductor enclosures,
- splices and terminates electrical conductors, and

(f) tests electrical and electronic equipment for proper function. O. Reg. 718/86, s. 1.

2. The trade of industrial electrician is designated as a certified trade for the purposes of the Act. O. Reg. 718/86, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience of 1,800 hours per period,

- at full-time educational day classes provided at a location approved by the Director or in courses that, in the opinion of the Director, are equivalent thereto in each of the subjects contained in Schedule 1; and
- in work experience training provided by the employer of an apprentice in the subjects contained in Schedule 2. O. Reg. 718/86, s. 3.

4. The subjects of examination for an apprentice in the certified trade are based on the subjects contained in Schedules 1 and 2. O. Reg. 718/86, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of the regular daily hours of related training and work experience of the apprentice shall be included in computing the hours spent

by the apprentice in related training and work experience. O. Reg. 718/86, s. 5.

6. The rate of wages for an apprentice in the certified trade, whether for the regular daily hours of work or for hours of work in excess of the regular daily hours of work of the apprentice, shall be not less than;

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in the certified trade or where the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area. O. Reg. 718/86, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, one apprentice plus one additional apprentice for each additional two journeymen employed by the employer and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the certified trade, one apprentice for the first journeyman employed by

the employer plus one additional apprentice for each additional two journeymen employed by the employer in the certified trade and with whom the apprentice is working. O. Reg. 718/86, s. 7.

8. Despite section 7, on the advice of the provincial advisory committee or local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. O. Reg. 718/86, s. 8.

9. The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the progress of the apprentice in respect of related training and work experience, and the apprentice shall be responsible for keeping the progress record book up to date and for its safekeeping. O. Reg. 718/86, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training in the subjects contained in Schedule 2. O. Reg. 718/86, s. 10.

11.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. O. Reg. 718/86, s. 11.

12. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 718/86, s. 12.

Schedule 1

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Demonstrate a knowledge of safety rules and hazards as specified in the <i>Occupational Health and Safety Act</i> and the Electrical Safety Code under the <i>Power Corporation Act</i> . Understand the care and use of hand and power tools and equipment including: ladders, scaffolding and hoisting equipment. Understand and apply safety rules and precautions pertaining to electrical equipment and installations.
2	Trade Calculations Blueprints	Add, subtract, multiply, divide whole numbers, fractions and decimals. Compute metric conversions, weights, measures, ratios, proportions, percentages, areas, volumes, linear and angular mensuration, square roots, algebraic fundamentals, linear equations, formulae, shop calculations and trigonometric functions such as right angled and oblique triangles. Demonstrate a knowledge of the reproduction process, basic drawings and sketching, architectural symbols, plan views, elevations, electrical, electronic, and mechanical drawings specifications, branch circuit wiring service equipment, grounding and bonding, field modifications, circuit changes, basic drafting skills.
3	Electrical/Electronic Theory	Determine and apply electrical/electronic theory and trade practice, circuit theory, atomic theory, Ohm's Law, laws of magnetism, wire calculations, electromotive force and terminal voltages, analysis of series and parallel circuits, chemical cells, motors, motor controls, capacitors, resistors, photo-electric devices, semi-conductors. Identify the type, characteristic of each type of circuit and/or logic systems and precautions to be taken with each.
4	Hand and Power Tools	Select and use hand and power tools such as: hammers, screwdriver, wrenches, pliers, hacksaws, wood cutting and masonry saws, files, chisels, portable hand and power drills, conduit benders and pipe threaders, soldering and brazing equipment, grinding, levelling equipment, and wire pulling systems.
5	Wiring Methods: Power Distribution	Install, replace, test, and maintain switch gear, transformers and distribution systems. Repair breakers, bus duct, secondary transformers and feeds to electrical equipment. Select, install, and replace fuses.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
	Construction	Select, bend, thread, install conduit and fittings. Select, install raceways, fittings, busways, trays, supports and fittings, junction boxes, pull boxes, switch boxes and electrical splitter boxes. Select, install, terminate wire. Pull wire.
	Canadian Electric Code	Interpret and apply regulations of the code in any given situation.
	Illumination	Select correct illumination equipment/fixtures. Layout, install, maintain/repair and replace fixtures. (Observing fixture hazards).
6	Rotating Equipment	Install, test, and maintain/repair rotating machinery (including alignment and vibration) for AC and DC motors, generators and controls. Install, test, maintain/repair electric braking and clutch systems.
7	Troubleshooting	Systematically diagnose faults in an electrical/electronic system or piece of equipment and correct fault. Adjust, repair, or replace faulty component, circuit or device. Check operation of circuit or device after repair for proper function.
8	Drive Systems	Install, set up, replace, test and maintain/repair and operate (for test purposes) A/C—D/C magnetic solid state drive systems to the specifications of the process.
9	Electrical-Pneumatic and Hydraulic Devices	Select, identify, and perform diagnostic procedures on electrical pneumatic systems, pneumatic solenoids, valves, electrical-pneumatic converters, electrical-pneumatic controls and electro-pneumatic and hydraulic devices.
10	Cranes, Elevating, and Hoisting Equipment	Identify, install, test, maintain/repair electrical equipment for AC/DC cranes, hoists, and elevating devices. Install, test, maintain/repair wiring, relays, timers, solid state components, limit switches, transformers, motors, rectifiers, control devices, brakes for cranes, hoists and elevating devices.
11	Welding Machines	Install, test, set up and maintain/repair various types of resistance welding and arc welding machines. Install, test, repair variable voltage/current devices, such as transformer tapping, phase shifting, pulsating and timing controls. Comprehend principles of arc, resistance and wire welding. Identify, test, install, maintain/repair wire feed, speed, pneumatic and hydraulic controls.
12	Heating	Install, test, operate and maintain/repair electrical systems for gas fired, oil fired and electric resistance furnaces. Install, test, maintain/repair electrical components such as solenoids, safety circuits, flaming circuits, igniter circuits, air/environmental controls, recording controls, thermocouples, gold fuses and temperature controls. Install, test, maintain/repair and operate for purpose of testing induction and di-electric heating equipment. Knowledge of the hazards of this type of equipment.
13	Programmable Controllers	Identify, install, replace, test, maintain/repair and program programmable controllers. Apply programming techniques using principals of electrical equipment such as: relays, latches, counters and timers. Test, replace, maintain/repair and program various elements such as: power supply, memory, microprocessor module, input/output modules and main frame.
14	Microprocessors and Microcomputer Systems	Identify, install, replace, test, maintain/repair elements within the system with respect to gating, flip flops, decoders/encoders, multiplexer and demultiplexers, buffers and tri-state devices, bus transceivers, peripherals, such as printers, C.R.T. displays, punch tapes, keyboards and telephone interface and links. Apply programming techniques for sequences, convert functions and arithmetic functions. Comprehend elementary programming techniques to communicate with computer and systems.
15	Numerical Control	Troubleshoot, test and diagnose faults in numerical control equipment. Apply binary techniques and basic logic, operate for test purposes numerical control equipment. Install, test, maintain/repair components, tape readers, roto pulsers, tachometers and servos.
16	Test Equipment	Interpret and apply principles of operation and application of testing equipment. Select and use analog/digital instrument testing equipment such as oscilloscopes, multimeters, voltmeters, ammeters, ohmmeters, wattmeters, insulation testers, tachometers, demand and power factor meters.
17	Instrumentation	Identify, install, repair and replace measuring instruments for: temperature, pressure, volume, flow, weight, linear measurement, density, specific gravity, pH and gas analysis. Calibrate, adjust and repair electric/electronic air conditioning equipment.

Schedule 2

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Work Experience Training
1	Trade Practice	Apply safety rules and remove hazards as specified in the <i>Occupational Health and Safety Act</i> and the Electrical Safety Code under the <i>Power Corporation Act</i> and specific company safety rules and regulations. Use and maintain hand and power tools and equipment, testing instruments, including tools for layout, cutting, drilling, reaming, threading, forming and bending, fastening, welding, soldering, grinding and levelling, wire and cable pulling, rigging.
2	Electrical/Electronic Theory	Apply A/C—D/C theory and electronic theory to industrial installations, repair and maintenance. Apply related formulae and calculations, codes, standards and regulations.
3	Blueprints	Interpret and use architectural, electrical/electronic, mechanical and structural drawings and blueprints. Understand specifications and change notices. Modify drawings.
4	Wiring Methods: Power Distribution	Install, repair, and maintain switch gear, transformers, breakers and feeds to other electrical equipment. Test protective devices.
	Conduits, Raceways, and Busways	Select and install rigid and flexible conduits and fittings, raceways, busways and fittings, wire, cable, switchgear and switches.
	Wire and Cable	Install building cable, underground cable, free air conductors, high and low voltage conductors. Tape, insulate and terminate conductors. Conduct insulation testing. Pull wire and cable.
	Illumination	Install, repair, and maintain lighting systems such as: fluorescent, incandescent, quartz, metal arc and vapour lighting systems.
5	Rotating Equipment	Install, repair, test and maintain rotating equipment such as: generators, A/C motors, D/C motors and alternators. Install, test, repair, and maintain electrical braking and clutch systems.
6	Drive Systems A/C—D/C	Install, repair, and maintain A/C and D/C magnetic solid state drive systems, amplifiers, rectifiers, single and dual converters. Test and maintain batteries and contactors.
7	Cranes, Elevating, and Hoisting Equipment	Install, repair, and maintain crane, hoists and elevating equipment.
8	Welding Devices	Install, repair, and maintain welding equipment.
9	Furnace Heating	Install, repair, and maintain electrical systems such as: gas fired, oil fired, electric resistance, induction and di-electric furnaces and heating devices.
10	Programmable Controllers	Install, test, replace, maintain/repair various elements such as: power supply, memory, microprocessor, input/output modules, relays, latches, counters and timers. Program for test purposes.
11	Microprocessors Microcomputer	Install, repair, maintain, test elements of the system such as: card sub-assemblies gates, decoders/encoders printers, displays, punch tape equipment and keyboards. Apply programming techniques for test purposes.
12	Numerical Control	Test, repair, and operate control equipment for test purposes. Test and repair tape readers, roto pulsers, tachometers and servos.
13	Instrumentation	Install, repair, and replace measuring instruments for: temperature, pressure, volume flow, weight, linear measurement, density, specific gravity, pH and gas analysis. Calibrate, adjust, and repair electrical and electronic measuring instruments and air conditioning equipment.

O. Reg. 718/86, Sched. 2.

REGULATION 1063**INDUSTRIAL MECHANIC (MILLWRIGHT)**

1. In this Regulation, "certified trade" means the trade of industrial mechanic (millwright). R.R.O. 1980, Reg. 43, s. 1.

2. The trade of industrial mechanic (millwright) is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 43, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours per period,

- (a) at full-time education day classes provided at a college of applied arts and technology in the units of study contained in Schedule 1 or in courses that, in the opinion of the Director, are equivalent thereto; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 43, s. 3.

4. The subjects of examination for an apprentice in the certified trade shall be based on the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 43, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular hours of work experience training shall be included in computing the hours spent by him or her in work experience training. R.R.O. 1980, Reg. 43, s. 5.

6. The rate of wages for an apprentice in the certified trade, whether for his or her regular daily hours of work or for hours of work in excess of his or her regular daily hours of work shall not be less than,

- (a) 60 per cent during the first period;
- (b) 70 per cent during the second period;
- (c) 80 per cent during the third period; and
- (d) 90 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 43, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 43, s. 7.

8. Despite section 7, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 43, s. 8.

9. The Director shall issue a progress record book to an apprentice who shall record the apprentice's related training and work experience training time and the apprentice shall be responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 43, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 43, s. 10.

11.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 43, s. 11.

12. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 43, s. 12.

Schedule 1**INDUSTRIAL MECHANIC (MILLWRIGHT)****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Unit	Instruction to be Given
1	Safety	Safe work habits. Personal protective clothing. Precautionary measures against accidents. Fire and electrical hazards. Basic first aid.
2	Measuring Devices	Care and use of measuring tools. Measurement and alignment.
3	Layout	Care and use of layout tools. Surface preparation and layout techniques.
4	Hand Tools	Care and use of hand and portable tools.
5	Power Tools	Set up and operation of power machinery.
6	Fastening Techniques	Use of fastening devices and anchors. Procedure and techniques, materials, stress and strain.
7	Lubrication	Purpose and use of lubricants. Inspection and Maintenance.

ITEM	COLUMN 1	COLUMN 2
	Unit	Instruction to be Given
8	Metallurgy	Structure, physical properties of ferrous and non-ferrous metals. Heat treatment.
9	Fabrication and Erection	Material preparation. Forming, bending. Alignment and erection procedure.
10	Rigging and Machine Moving	Principle and practices of safe rigging and hoisting. Proper use of lifting and moving devices, load weight and balance. Hand signals. Tools and equipment for machine moving.
11	Welding Oxy-Acetylene and Arc	Identification and use of welding equipment and accessories, cutting, welding and brazing techniques.
12	Trade Calculations	Trade related mathematical calculations. Principle of mechanics. Strength of materials. Application of formulae.
13	Trade Communications	Effective communication. Trade-related reports, forms and technical publications.
14	Drawing and Blueprint	Interpretation of drawings, blueprints and schematics. Dimensioning, sketching and use of drawing instruments.
15	Bearings	Types, application, installation, care and maintenance.
16	Seals	Types, characteristics, application and installation. Procedures.
17	Shafting and Couplings	Types, application and installation procedures.
18	Clutches	Types, purpose and installation.
19	Drives	Types, purpose and installation.
20	Mechanisms	Types, purpose, routine inspection and maintenance.
21	Electricity	Theory. Wiring diagrams. Test instruments. Hazardous conditions. Types of Motors. Conductors and sheathing. Transformer and solenoid operation. Purpose of lockout and grounding.
22	Machine Installation and Levelling	Interpretation of instructions, machine component assembly and installation. Alignment and levelling.
23	Hydraulics	Theory. Assembly. Hydraulic Circuits. Remedial Procedure.
24	Pneumatics	Theory. Types. Circuits. Remedial Action.
25	Pumps and Valves	Types. Components parts. Operation and Maintenance.
26	Conveyors	Basic Types. Function. Assembly installation and maintenance procedures.
27	Start-up Run-In and Analysis	Pre-Start inspection. Start-up procedure. Adjustment and testing.

R.R.O. 1980, Reg. 43, Sched. 1.

Schedule 2**INDUSTRIAL MECHANIC (MILLWRIGHT)****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit	Work Experience Training
1	Trade Practice	Safety Rules, removal of hazards. The <i>Occupational Health and Safety Act</i> . The <i>Building Code Act</i> . Care and use of hand and portable power tools and equipment, measuring devices. Layout techniques. Set-up and operation of power saws and shears, drills, lathes, grinders, milling machines, shapers and slotters. Fabrication techniques; forming and bending sheet metal; bar-stock, plate and structural shapes; tubing and hollow sections. Heat treatment, hardness and non-destructive testing. Work erection, handling and positioning. Welding, brazing and soldering. Use of fastenings and adhesives.
2	Lubrication	Lubricants and systems. Familiarization with oil and grease types, classification and applications. Installation of oiling devices and systems. Centralized greasing systems and fittings. Routine checks of lubrication systems, machine operation. Servicing and preventive maintenance.

ITEM	COLUMN 1	COLUMN 2
	Unit	Work Experience Training
3	Rigging	Equipment hoisting, drifting, balancing. Lifting, rolling, skidding. Blocking and loading operations. Hand signal use. Safe use of hand, electric and pneumatic hoists. Winches and snatch blocks. Slings, ropes, cables, chains and attachments. Mechanical and hydraulic jacks. Rollers and skids. Scaffolding. Rigging equipment inspection, testing, maintenance and storage.
4	Bearings	Plain bearings; selection, installation, locating, oil grooving. Fitting and adjusting. Bearing removal. Anti-friction bearings; selection and installation. Pre-loading and adjustment. Removing, cleaning, repacking.
5	Seals	Familiarization with types, applications. Installation of static, dynamic and rotary seals. Seal removal and replacement.
6	Shafting and Couplings	Checking shaft straightness. Installation and alignment. Maintenance and repairs, surface cleaning, building-up worn shafts, straightening. Installation of solid, flexible, universal, friction, compression, magnetic and fluid couplings. Removal and repair. Fitting splines and installation of straight, taper, woodruff, gib, sliding and tangential keys. Key removal.
7	Clutches	Installation of friction, mechanical fluid magnetic and over-running clutches, mountings and operating devices. Balancing, adjustment and maintenance.
8	Drives	Installation and alignment of V, flat and special belt drives. Roller, silent and conveyor chain drives, friction and gear drives, speed reducers. Maintenance and repairs.
9	Mechanisms	Installation of levers, cams and followers, power screws, mechanical springs. Adjustments and maintenance.
10	Location and Levelling	Alignment, levelling and installation of machine sections, components and drives to drawings and specifications. Grouting. Fastener installation, torquing, locking.
11	Hydraulics Pumps and Valves	Familiarization with principles. Making up piping, tubing, hoses and fittings. Installation of pumps, accumulators, reservoirs, filters, heat exchangers, cylinders, rotary actuators, motors, boosters. Valves and controls, actuators, pilots limit controls, pressure switches, recorders and controllers, control devices. Starting up, priming, testing and adjustments. Periodic servicing. Maintenance and repairs.
12	Pneumatics	Familiarization with principles. Installation of compressors, fans, blowers and drives. Air receivers and intake filters, valves and controls, pressure switches and limit controls, gauges, recorders and controllers. Piping. Cylinders and motors, rotary actuators, air line controls. Starting-up, testing and adjustment. Periodic servicing, maintenance and repairs, including portable pneumatic tools and paint spraying equipment.
13	Run-In and Analysis	Pre-start inspection of equipment installation, components, systems, service hook-ups, safety devices and controls, to drawings and specifications. Clean up and trades co-ordination. Start up operations; precautions. Tests and adjustments. Diagnosing and correcting abnormal operating conditions.
14	Conveyors	Installation, levelling and alignment of belt, roll, screw and bucket conveyors, miscellaneous conveyors; en masse, drag chain, flight, pallet, trolley, vertical lift, pusher bar, cable, monorail. Drive systems and controls. Servicing and maintenance.

R.R.O. 1980, Reg. 43, Sched. 2.

REGULATION 1064**INDUSTRIAL WOODWORKER**

used in the construction and fabrication of products manufactured from wood and related materials,

1. In this Regulation,

“certified trade” means the trade of industrial woodworker;

“industrial woodworker” means a person who,

- (a) reads and interprets drawings, blueprints, specifications and bills of materials,
- (b) understands material selection, and
- (c) is proficient in the use of machinery, power and hand tools

but does not include a person or class of persons in a limited purpose occupation that, in the opinion of the Director, does not equate with the definition of industrial woodworker. O. Reg. 873/81, s. 1.

2. The trade of industrial woodworker is designated as a certified trade for the purposes of the Act. O. Reg. 873/81, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and

- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. O. Reg. 873/81, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. O. Reg. 873/81, s. 4.

5. The rate of wages for an apprentice in the certified trade, whether for the apprentice's regular daily hours of work or for hours of work in excess of the apprentice's regular daily hours of work, shall not be less than,

- (a) 50 per cent during the first period;
- (b) 60 per cent during the second period;
- (c) 75 per cent during the third period;
- (d) 85 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. O. Reg. 873/81, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each three additional journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one

apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by that employer in the trade and with whom the apprentice is working. O. Reg. 873/81, s. 6.

7. Despite section 6, on the recommendation of the provincial advisory committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. O. Reg. 873/81, s. 7.

8. The Director shall issue a progress record book to an apprentice for the purpose of recording the apprentice's related training and work experience training time and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. O. Reg. 873/81, s. 8.

9. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. O. Reg. 873/81, s. 9.

10.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. O. Reg. 873/81, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. O. Reg. 873/81, s. 11.

Schedule 1

INDUSTRIAL WOODWORKER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	History of the trade	To familiarize the apprentice with the impact of various civilizations on the evolution of the trade.
2	Safety	Safe work habits. Personal protective clothing. Precautionary measures against accidents. Safe use of power tools and equipment. <i>Occupational Health and Safety Act. Workers' Compensation Act.</i>
3	Trade Calculations	Trade related mathematical calculations. Common and decimal fractions. Squaring methods. Metric Conversion.
4	Lumber Classification	Identification and use of materials used in trade. Theory of grading, storing and drying wood.
5	Blueprint Reading	Types of drawings. Arrangement of views. Alphabet of lines. Dimensioning and symbols. Section views. Notes and title block.
6	Portable Hand Tools	Selection, use and care of tools for cutting, pounding, measuring, marking, sanding, fastening, planing, holding and supporting.
7	Machinery	Identification, function, purpose and safe operation of woodworking machinery used for sawing, jointing, grinding, planing, splicing, pressing, cutting, shaping, drilling, sanding, routing and morticing.
8	Joints and fastenings	Identification, selection and application of the different types of joints and fastenings used in the trade.
9	Production methods	Efficient and effective use of material and equipment. Construction of jigs, templates and patterns.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
10	Woodworking repair	Theory and practice of woodwork repair.
11	Finishing	Theory of various finishing methods. Practice in the preparation for finishing. Correct operation of spray equipment.
12	Trim and Pack	Trimming to specifications, packing to standards.
13	Costing and estimating	Method of estimating and calculating costs.
14	Production performance	Practice efficient production.

O. Reg. 873/81, Sched. 1.

Schedule 2**INDUSTRIAL WOODWORKER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Portable Hand Tools and Machinery	Practice the safe use and care of all machinery and hand tools.
2	Joints and Fastenings	Practice the application of the different types of joints and fastenings used in the trade.
3	Production Methods	Practice the effective and efficient use of material and equipment.
4	Woodworking Repair	Practice repairs to damaged articles.
5	Finishing	Practice in finishing techniques.
6	Trim	Trimming articles to specification.
7	Blueprint Reading	Practice the interpretation of blueprints.
8	Costing	Practice costing of product.
9	Production Performance	Practice efficient production.

O. Reg. 873/81, Sched. 2.

REGULATION 1065**IRONWORKER****1. In this Regulation,**

“certified trade” means the trade of ironworker;

“ironworker” means a person who,

- (a) in the field, fabricates, assembles, installs, hoists, erects, dismantles, reconditions, adjusts, alters, repairs or services all structural ironwork, precast and prestressed concrete, concrete reinforcing materials, ferrous and non-ferrous materials in curtain wall, ornamental and miscellaneous metal work and all other materials used in lieu thereof and applies sealants where applicable thereto, and moves and places machinery and heavy equipment, and
- (b) reads and understands all shop and field drawings, including those taken from original architectural and engineering drawings, that are related to the work operations contained in clause (a),

but does not include a person employed as a shop-man on the fab-

rication and assembly of materials in an industrial manufacturing plant. R.R.O. 1980, Reg. 44, s. 1.

2. The trade of ironworker is designated as a certified trade for purposes of the Act. R.R.O. 1980, Reg. 44, s. 2.

3.—(1) An apprentice training program is established for the certified trade and shall consist of three periods of related training and work experience training of 2,000 hours for each period,

- (a) at full-time educational day classes provided at a college of applied arts and technology in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) The total hours of related training and work experience training shall be assigned as shown in Schedules 1 and 2. R.R.O. 1980, Reg. 44, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 44, s. 4.

5. Every apprentice in the certified trade must be at least seventeen years of age. R.R.O. 1980, Reg. 44, s. 5.

6. Every apprentice in the certified trade shall be in good physical health and shall provide medical proof thereof. R.R.O. 1980, Reg. 44, s. 6.

7. No apprentice shall be permitted to engage in the certified trade unless he is capable of climbing to and manoeuvring at heights commonly experienced in the certified trade. R.R.O. 1980, Reg. 44, s. 7.

8.—(1) Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of regular daily hours of practical work experience training shall be included in computing the hours spent in related training and work experience training.

(2) The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the time spent by the apprentice in respect of related training and work experience training and the apprentice is responsible for its safekeeping. R.R.O. 1980, Reg. 44, s. 8.

9. The rate of wages for an apprentice in the certified trade, whether for regular daily hours or hours in excess of regular daily hours, shall be not less than,

- (a) 60 per cent during the first 1,000 hours of related training and work experience training;
- (b) 70 per cent during the second 1,000 hours of related training and work experience training;
- (c) 75 per cent during the third 1,000 hours of related training and work experience training;
- (d) 80 per cent during the fourth 1,000 hours of related training and work experience training;
- (e) 85 per cent during the fifth 1,000 hours of related training and work experience training;

- (f) 90 per cent during the sixth 1,000 hours of related training and work experience training,

of the average hourly rate of wages or its equivalent for a journeyman employed by the employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 44, s. 9.

10. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional seven journeymen employed by the employer in the certified trade; and
- (b) one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by the employer in the trade where the employer is engaged solely in the occupational skills described in item 3 or item 4 of Schedule 2. R.R.O. 1980, Reg. 44, s. 10.

11. A contract of apprenticeship shall be entered into by every apprentice with the local apprenticeship committee for the certified trade, established under the Act in the area in which his or her apprenticeship originates and the apprentice is responsible for preparing the reports of work experience and instruction as prescribed in his or her progress report book for submission to such local apprenticeship committee. R.R.O. 1980, Reg. 44, s. 11.

12. The local apprenticeship committee is responsible for periodic review of the progress of each apprentice and for ensuring that the apprentice obtains the prescribed range of work experience and related training as prescribed in the appendix of the progress record book. R.R.O. 1980, Reg. 44, s. 12.

13.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 44, s. 13.

14. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 44, s. 14.

Schedule 1

IRONWORKER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)		<p>Total Hours 636</p> <p>Addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, decimal fractions. Conversion of common fractions to decimals. Averages and percentages, linear measurement, simple equations. Ratio and proportion. Angle measurement. Areas of squares, rectangles, parallelograms, trapezoids, triangles. Volumes of cubes and cylindrical objects. Measurement of regular and irregular shaped forms.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
2	Blueprint Reading	Architectural Structural, Shop Drawings	Types, methods of making, care and handling of prints. Lines and sections. Material symbols. Construction drawing elements, principles, symbols and dimensions. Auxiliary views. Notes and specifications. Steel frame construction members, framing for ore bridges, power houses, highway bridges, factory and office buildings and conveyors. Design and detail drawings. Column, purlin, strut, brace and beam symbols. Concrete reinforcing drawings for reinforcing bars and concrete reinforced steel accessories. Engineering and placing drawings. Wire mesh drawings. Reinforced concrete design drawings. Welding drawings and symbols, curtain wall, sash and other non-ferrous building trim drawings. Precast concrete drawings. Ornamental drawings for doors, frames, stairs, gratings and grilles.
3	Structural Ironwork	Layout and Fabrication Erection and Assembly of Structural Steel Shapes Connecting Hoisting and Installing Care and Use of Tools Precast Concrete and Laminated Timbers Safety Regulations	Methods and procedures for drilling, reaming, burning, cutting, assembling and marking steel members. Methods and procedures for performing the functions of hooking-on, tagging, signalling, connecting, fitting, bolting, rivetting, guying, plumbing, aligning and shimming. Knowledge of bolting, rivetting, pinning, and welding techniques. Knowledge of the care and use of mobile land rigs, cranes, guy derricks, stiff-leg derricks, gin poles, high lines and tuggers. Erecting falsework and scaffolding and a knowledge of the breaking strains and working strengths of cables. Knowledge of chokers, spreaders, chain blocks, rope falls, shackles, rivetting guns, bolting machines, air compressors, burning equipment, welding equipment and jacks. Power activated tools and insert setting tools. Methods of handling precast and prestressed members. Hoisting and placing precast columns, beams, roof and floor slabs, architectural precast units, fascia panels and wall panels. Safety regulations and procedures for the performance of structural ironwork.
4	Rigging	Care and Use of Tools Tying Knots and Making Hitches Splicing Handling Ropes Care and Use of Slings Care and Use of Hoisting Equipment Care and Use of Scaffolding Safety	Splicing tools. Tying knots and making bowline hitches, clovehitch, timber hitch, scaffold hitch, barrel hitch, becket hitch, half hitch and rolling hitch. Splicing fibre and wire rope by short splicing, long splicing, crown and back splicing methods. Handling fibre and wire rope, including coiling and uncoiling, cutting, fitting clips and clamps, reeving drums and sheaves. Proper use and positioning of chokers, spreaders, hooks, guy lines and anchorage. Knowledge of the breaking strains and working strengths of hoisting cables. Knowledge of hoisting equipment including block and tackle, reeving or lacing equipment, chain blocks and come-alongs, skids, rollers, jacks, blocking equipment, cribbing gin poles, stiff-leg derricks, mobile cranes, bull-mooses, and tower cranes. Knowledge of scaffolding and tower hoists equipment including planking, swinging scaffolds, suspended scaffolds, needle beams, boatswain chairs and sawaway scaffolding. Safety requirements and procedures for the performance of rigging operations.
5	Reinforcing Ironwork	Knowledge of Materials Placing Steel Tying Cutting and Bending Tools and Associate Equipment	Knowledge of the specifications for bar size designations and size marks, bar tags and colours, wire mesh, stirrups, slab spacers, slab and beam bolsters, chairs and lapping. Knowledge of the methods of placing steel in floor slabs, beams, columns, walls, piers, footings and stairways. Knowledge of the method of making snap ties, wrap and snap ties, column ties, wrap and figure eight ties and nail head ties. Knowledge of the method of cutting, bending, and fabricating steel bars for columns, beams, floor slabs, and stirrup and a detailed knowledge of bend allowances. Knowledge of the care and use of pliers, safety belts and reels, twistors, hickey bars, bolt cutters, bending tables and jigs, power shears and burning equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Laying of Pans Post Tensioning of Concrete Layout Procedures Welding Safety Requirements	Methods of installation. Methods of post tensioning. Knowledge of blueprint reading and bar lists for placing of bars. Knowledge of welding techniques. Knowledge of the safety regulations and procedures for the performance of reinforcing operations.
6	Ornamental Ironwork and Curtain Wall Installations	Layout Erecting and Fitting Curtain Wall, Window Wall and Sash Installation of Metal Products Care and Use of Tools Sealing Safety Procedures	Knowledge of the layout methods for doors, frames, gratings and grilles, hand-rails, stairways, platforms, railings, and miscellaneous ironwork. Knowledge of welding, drilling, burning, bending, fabricating, plumbing and alignment. Knowledge of the care and handling and fabrication of aluminum, brass, bronze, stainless steel and other ferrous and non-ferrous building trim. Methods for the installation of automatic door mechanisms. Knowledge of the methods for installing extruded aluminum frames, side jambs, head jambs, sash division and corner bars. Familiarization with plans and specifications establishing lines and levels, setting anchors, assembling and installing curtain wall components, levelling, aligning, securing, and installing adapters, flashing and sealants. Knowledge of ordinary hand tools. Knowledge of the care and use of resin base, silicon base, polysulphide base, mastic base and polybutane base sealants. Knowledge of the safety regulations and procedures for the performance of ornamental iron and curtain wall work.
7	Welding and Burning Equipment	Electric Arc Welding Cutting and Burning Safety	Knowledge of the care and use of electrodes, AC & DC welding machines, cables and allied equipment. Fundamentals of manual welding of carbon and alloy steels, including proper fit-up, distortion control and cause and control of weld defects. Purpose and techniques for preheating, post heating and stress relieving. Knowledge and use of oxyacetylene equipment, both hand and machine, for flame cutting steel, and piercing. Knowledge and use of carbon-arc equipment for removing steel, making weld grooves and cutting steel. Knowledge of first aid treatment for arc burns to eyes and body, and electric shock. Importance of protective equipment and clothing. Hazards of working on or in vessels or tanks or confined areas.

R.R.O. 1980, Reg. 44, Sched. 1.

Schedule 2**IRONWORKER****In-School Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Structural Ironworker and Rigging	Layout and Lines Selection and Use of Hand Tools (Non-Cutting Tools) (Cutting Tools)	Total Hours 2652 Transferring lines and grades to structure. Laying out structural steel. Wrenches, hammers, pins, clamps, leverage tools, air hose clamps, punches. Cold chisels, handsaws, files, snips, axes, adze, wood boring, wood chisels, flame cutting, carbon arc cutting.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		(Portable Air Tools) (Portable Electric Tools) (Miscellaneous) Rope and Tackle Scaffolds and Falsework Ladders and Stairways Barricades and Security Falsework Timberwork Erection Equipment (Cranes) (Derricks) (Hoists and Winches) (Jacks) (Heavy Moving Equipment) (Other Erection Equipment) Erection Techniques (Evaluating Structures) (Shipping and Handling) (Slinging and Hooking-on) (Connecting) (Field Fabrication) (Plumbing and Alignment) Fastening Techniques (Welding) (Bolting) (Rivetting) (Heavy Structural Pins) Inspection and Testing (Weldments) (Bolts) (Rivets) Safety Procedures	Impact wrenches, drills and reamers, hammers, grinders and brushes, timber saws, rivet passers. Drills, grinders, impact wrenches, ventilating equipment, lumber saws. High mechanical advantage machines, forges, heating torches. Selecting rope, installing rope, selecting sheave blocks, installing sheave blocks, installing high line. Selecting a hanging scaffold. Hanging a scaffold. Maintaining hanging scaffolds. Selecting a rigid scaffold or walkway, installing and maintaining rigid scaffold or walkway. Selection, erecting, maintaining. The <i>Occupational Health and Safety Act</i> . Maintaining security. Personal safety equipment. Erection. Releasing. Slinging and handling timber structures. Types of and usage. Loading, moving and receiving. Setting up. Lifting with cranes. Maintenance. Types of and usage. Loading. Erecting. Lifting and maintenance. Types and usage. Installation. Operation. Types and usage. Setting up. Operating. Maintenance. Types, characteristics and purpose. Using. Types and usage. Types and characteristics. Loading and unloading structural steel and plate, and precast concrete. Methods and procedures. Methods and procedures. Methods and procedures. Methods and procedures for columns, spandrels, girts and elevator shafts. Types of electrodes. Equipment. Methods and procedures. Types of bolts. Usage of bolting equipment. Methods and procedures. Types of rivets. Usage of rivetting equipment. Methods and procedures. Installation. Inspection methods and procedures. Methods and procedures. Methods and procedures. Knowledge of the <i>Occupational Health and Safety Act</i> , and all safe practices of the trade.
2	Concrete Reinforcing	Drawings and Codes Types of Reinforced Concrete Construction Application of Steel to Individual Members	Total Hours 872 Types of plans, placing plans, sections, schedules, Concrete Reinforcing Steel Institute recommended practices and Canadian Standards Association A23-1960 standards, trade terminology, applicable reference tables and coding. What is reinforced concrete—buildings, arches, shells, domes, bridges, bins and tanks—prestressed concrete, distinctive structure—reinforced concrete theory. Slip forming for continuous pour. Slabs, beams, joists, spandrel beams, columns, piers, footings, foundation mats, grade beams, sheet piling, bearing piles, caissons, retaining walls, cantilever slabs, cantilever beams, precast plank, slabs with hollow cores, double tees, stringers, abutments, wing wall single tees, tilt up slabs and fascia panels.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Reinforcing Bar Fabrication	Grades of steel, deformed or plain bars, standard and special sizes, bar lengths and bending; power and hand shears and benders, oxyacetylene equipment, bundling and tagging, bar markings and tolerances.
		Application of Welded Wire Fabric	Common style, laps and placing temperature reinforcement, main reinforcement of solid slabs, slabs on ground.
		Placing Bars in Structures	Receiving, checking, sorting preassembled units, handling by hand or power, placing according to approved shop drawings, bar supports and spacers, lapings, and splicing, tying and welding, repairs, permissible variations, mill scale removal, placement in individual members and structures, laying of pans and post tensioning of concrete.
		Care and Use of Tools and Equipment	Chokers, slings, hoist signals, scales, and tapes, pliers, wire reel, bolt cutter, power shears, bar benders, hickey, oxyacetylene burning and welding equipment, arc welding equipment.
		Inspection	General, check lists.
		Safety Requirements	Knowledge of the <i>Occupational Health and Safety Act</i> , and all safe practices of the trade.
		Welding	Arc and processes other than arc welding for making joints in reinforcing steel.
3	Curtain Wall	Total Hours 1070	
		Layout and Lines	Measuring job prior to starting work; establishing centres, checking masonry opening, use of plumb lines, dumpy level and transit level.
		Handling Materials	Importance of special care of finished products such as fabricated aluminum and stainless steel. Methods of onsite storage of curtain wall materials and selection of storage areas.
		Hoisting Materials	Hoists and tuggers, use of slings, chokers, spreaders, hoisting materials, palletized materials, pre-assembled frames.
		Assembling on the Site	Planning the work, methods to be used, tool and equipment requirements, use of simple electric tools, drills, screw guns and application of sealants to joinery, working from shop drawings and auxiliary part lists or bills of materials, recognition of commonly used screws by size and type, recognition of fabrication errors or omitted operations by reference to shop drawings, corrective re-fabrication, knowledge of sizes of drill bits, taps and use of rivetting tools, knowledge of application of neoprene and polyvinyl chloride glazing and thermal separator strips. Distribution of assembled sections ready for erection.
		Loose Connection of Curtain Wall Sections or Components	Erection by "stick" system, vertical mullions, horizontals spigotted in place. Erection of frame or panel system.
		Line-up and Weld	Aligning and plumbing wall to previously established lines and centres. Bolting and shimming to suit. Freezing of anchors by welding. Use of level and transit.
		Alternate Anchoring Systems	Inserts in concrete, masonry drilling, use of poweractuated tools.
		Application of Insulations	Perimeter, floor slab, spandrel pan and insulation, types of insulations and adhesives used.
		Application of Interior Forms	Formed shapes, gutters, use of painted or porcelain enamel trims.
		Installation of Sash into Curtain Wall	Hopper type centre pivotted, double hung.
		Swing Stage Work (Manual and Electric)	How to erect and safety requirements for handling materials when working on a stage, application of spandrel panels, exterior mullions or trims. Rigging power tools for stage work. Moving swing stages. Exterior caulking from a swing stage.
		Use of Caulking and Sealants	Knowledge of application method and limitations, use of hand caulking tools and air tools.
		Installation of Formed Materials	Field fitting of copings and soffits.
		Application of Protective Coatings and Paper	When is protection necessary? Precautions to be taken, removal procedures.
		Installation of Doors, Entrances and Louvres	Methods of frame erection, butt, centre pivotted and off-set pivot doors, overhead closers, floor closers, automatic closers, glazing procedures for doors.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Installation of Punched Opening Frames and Sash Installation of Operating Sash Paperwork Built-up Stages Safety Procedures Auxiliary Knowledge	Checking opening, levelling and plumbing to ensure optimum operation of sash. Single and double hung sash. Side hinged, bottom hinged and top projected out casements. Centre pivoted sash. Practical reading of architectural and shop drawings, understanding of architectural specifications, co-ordination of shop drawings, making reports in writing from out of town locations. Erection Methods. Knowledge of the <i>Occupational Health and Safety Act</i> , and all safe practices of the trade. Care and cleaning of aluminum and stainless steel; anodizing, extruding of aluminum; first aid.
4	Ornamental and Miscellaneous Ironwork	Drawings Layout and Lines Hoisting Materials Assembly and Installation Care and Clean-up of Stainless Steel and Non-Ferrous Materials Safety Requirements	Total Hours 770 Reading and understanding of shop drawings. Ability to co-ordinate product placement from shop and architectural drawings. Checking masonry and concrete openings, establishing column centres, wall relations, and floor heights, use of plumb lines and levels. Use of hoists and tuggers, use of rope and tackle, slings. Assembling and installing by bolting and welding; standard stairs and fire escapes, spiral stairs, steel handrails, stainless steel, bronze and aluminum handrails, ladders and cages, catwalk framing, plate and grating flooring, collapsible gates, wire screens and grilles, wire partitions, fences and gates, flagpoles, mail chutes, ferrous and non-ferrous building fascias and panelling, canopies, doors, entrances and louvers related products. Use of abrasive and buffing equipment and materials. Knowledge of the <i>Occupational Health and Safety Act</i> , and all safe practices of the trade.

R.R.O. 1980, Reg. 44, Sched. 2.

REGULATION 1066

LATHER

1. In this Regulation,

“certified trade” means the trade of a lather;

“lather” means a person who,

- plans proposed installations from blueprints, sketches, specifications, building standards and codes,
- installs by tying, nailing, clipping, screwing or welding wire, metal or wood lath, drywall gypsum board or other materials in the construction or repair of walls, partitions, ceilings and arches in any structure,
- erects light metal studs, metal furring components, acoustical ceiling systems and accessories to receive drywall gypsum board, wire and metal lath,
- reads and understands design drawings, manufacturers' literature and installation diagrams,

but not a person engaged in the manufacture of equipment or the assembly of a unit, prior to delivery to a building structure or site. R.R.O. 1980, Reg. 45, s. 1.

2. The trade of lather is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 45, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of three periods of related training and work experience training of 1,800 hours per period,

- at full-time educational day classes provided at a college of applied arts and technology or in courses that, in the opinion of the Director, are equivalent thereto in the subjects contained in Schedule 1; and
- in practical work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 45, s. 3.

4. Despite section 3 of Regulation 1055 of Revised Regulations of Ontario, 1990, a person who has,

- graduated in a course for the trade of lather offered in the occupational program of a junior or special vocational school; and
- been recommended to the Director by the principal of the school where he or she completed the course for enrolment as an apprentice in the certified trade,

may be registered as an apprentice in the certified trade. R.R.O. 1980, Reg. 45, s. 4.

5. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedule 1 and Schedule 2. R.R.O. 1980, Reg. 45, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period;
- (b) 60 per cent during the second period; and
- (c) 80 per cent during the third period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 45, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) if the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working; or

- (b) if the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional five journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 45, s. 7.

8. Despite section 7, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 45, s. 8.

9. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time spent in related training and work experience and the apprentice is responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 45, s. 9.

10.—(1) Section 9 and subsection 10 (2) of the Act do not apply to a person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 45, s. 10.

11. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 45, s. 11.

Schedule 1

LATHER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)		Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system: conversion methods. Weights and measures. Ratio and proportion. Percentage, discounts, simple interest. Areas, volumes, linear, angular mensuration. Square root. Scale conversion. Geometry: terms, degrees, curves, angles. Lines, parts of circle; developing arches, stars, pentagons.
2	Business Communications (Trade Related)		Reading comprehension. Trade terminology and usage. Sentence and paragraph structure. Letter and report writing, work and materials orders. Interpretation and use of manufacturers' manuals. Interpretation and use of job specifications, schedules. Oral communication and on-site co-ordination with other trades.
3	Blueprint Reading		Three—view drawing. Instrument use. Sections and material symbols. Dimensioning. Freehand sketching. Plan study of frame, brick veneer, solid masonry, concrete and steel construction; materials, construction members, dimensioning methods, sections and details, schedules, architectural standard symbols. Fire ratings: metal and gypsum lath systems, acoustical ceiling systems, gypsum dry-wall, interior and exterior ceilings and walls. Introduction to isometric drawing. Representation of structural materials used in metal lathing, gypsum drywall systems, acoustical ceilings and insulation. Large scale details of various walls and partitions, column and beam furring, suspended ceilings, light troughs, reflected ceiling plans. Job specifications and quantity estimating.
4	Trade Practice General	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; location, use and maintenance of fire fighting equipment. The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . The <i>Occupational Health and Safety Act</i> . Safe use of lifting and hoisting equipment, scaffolds and planking, swing-stages and bosuns chair, pneumatic and electric tools, welding equipment, powder actuated tools. Hazardous area entry precautions. Warning and tagging procedures. Dermatitis protection. Good housekeeping.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		<p>Hand Tools</p> <p>Measuring, Layout and Levelling Tools</p> <p>Power Tools and Equipment</p>	<p>Selection, care and use of nippers; crescent, todd wire nippers. Screwdrivers, knives (utility), claw hammers. Ball peen hammers; use for driving concrete nails, chisels, driving the magnet, setting small concrete nails. Defective tool and mushroomed head hazards. Hatchets. Snips; heavy duty, aviation snips. Magnetic nail holders. Cold chisels; flat, round nose, diamond point, cape. Prick and drift punches, hand punch (Whitney), bench punch. Files. Hack-saws.</p> <p>Selection, care and use of flexible steel tapes. Pushpull tapes. Rulers (straight-edge). Steel squares. Marking tools; lead pencils, grease marking pencils. String lines, chalk lines and chalk boxes. Spirit levels, plumb bobs, water levels, laser beam levelling systems.</p> <p>Types, care and use of hand benders, bench benders. Bench cutters, bolt cutters. Bench punches (Whitney). Electric hammers, screw guns, electric drills, air driven nailer. Welding equipment. Staple guns, hammer staplers, bead clinches. Calking tools. Power saws; band saws, radial arm saws, hack saws. Powder actuated tool systems, purpose and care; the tool, powder charge, fastening device. Holding power of fasteners. Manufacturers operating instructions, interpretation, correct application for types of studs and power of charges, operating features and procedures. Safety precautions, use of safety goggles and face masks, compliance with the <i>Occupational Health and Safety Act</i>. Cleaning and maintenance. Selection of correct fastener for job. Testing for correct powder charge. Procedures to minimize spall. Types and characteristics of tubular frame sectional scaffolding, planking, swing-stages and bosuns chairs. Safe erection, securing and dismantling procedures. Types and use of hoisting equipment. Lifting materials, working and removing materials from elevated platforms.</p>
5	Materials	<p>Lath</p> <p>Channels</p> <p>Prefabricated Steel Studs</p> <p>Rods, Special Channels and Inserts</p> <p>Hangers and Tie Wires</p> <p>Metal Lathing Accessories</p> <p>Manufactured Acoustical Ceiling Systems</p> <p>Door Frames (Metal)</p>	<p>Types and characteristics of metal lath; expanded, sheet lath. Wire fabric lath; woven, welded. Paperbacked metal lath and wire fabric. Purpose of waterproofing and vapour-proof backing papers. Gypsum lath; plain, perforated, insulating, rock lath, dry wall, veneer plaster board.</p> <p>Types and characteristics: carrying, furring, resilient furring channel. Channel use: in fireproof construction, support for laths in construction of walls and partitions, encasement of columns and beams. Runners, carriers and screw channels. Furring of ceilings. Constructing hollow partitions. Special coatings and purpose: galvanized, painted (rust resistant). Determining sizes and weights of channels.</p> <p>Types and characteristics: truss steel studs, nailable studs, dry wall studs, 3/4" furring channel, heavy gauge steel (formed, cut to shape). Use of steel studs; hollow or double partitions, wall furring, column and pilaster construction. Holes and openings to facilitate work of mechanical trades.</p> <p>Types, characteristics and purpose: pencil rods, carrier channels, furring channels, band iron.</p> <p>Types of hangers, characteristics and use: heavy wire, mild steel rods, band iron. Tie wires: monel, galvanized. Inserts: turtle back, drive in, beam flange clamps.</p> <p>Types, characteristics and use: clips, cornerite, base screeds. Corner beads, expansion and screed beads, casing beads. Cap molding, shadow molding, picture mold. Corner guards, plaster stops, chair rail, metal base. Ceiling runners or tracks, expanded wing bead or pedex, bull nose bead.</p> <p>Types and characteristics: grid, H and T, Z-bar, soundlock, san-a-coustic, para-line, integrated ceiling systems.</p> <p>Types and characteristics: one piece for various types of solid plaster and hollow stud partitions. Sectional types for dry-wall partition assemblies.</p>
6	Ceiling Systems	<p>Contact and Furred Ceilings</p> <p>(Erection Procedures)</p>	<p>Interpretation of blueprints, specifications, reflected ceiling plans. Characteristics and purpose of contact ceilings. Characteristics and purpose of furred ceilings: extensive centre to centre spacing, to facilitate installation by mechanical trades. Fire protection. Air return plenums.</p> <p>Preparatory work in conjunction with other trades. Adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Safety practices in erection and use of scaffolds, planks, tools and equipment.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Suspended Ceilings	Interpretation of blueprints, specifications, reflected ceiling plans. Types and characteristics of suspended ceilings: flat, arched, vaulted, groined, flat beamed, coffered. Concealing of electrical conduit, heating and air conditioning ducts, water pipes. Sound isolation suspension. Concealing and fire protection for structural members: beams, girders, trusses. Type, size and spacing of hangers.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes.
		Mechanical Suspended Ceilings, Acoustical	Interpretation of blueprints, specifications and reflected ceiling plan details. Recognition and characteristics of manufacturers design qualities, sound absorption and fire ratings.
		(Erection Procedures)	Layout and installation in accordance with blueprints, reflected ceiling plans and co-ordinating with manufacturers modular specifications. Consideration of sub-structure variations in determining practical method for hanger attachment.
		Special Systems	Interpretation of blueprints, specifications, reflected ceiling plans. Layout and construction of templates. Special systems, types and characteristics: arched groined, domed, Gothic, acoustical.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Adherence to established trade practices, <i>Occupational Health and Safety Act</i> standards, local building codes. Use of benders or jigs for bending runners or furring. Application of hangers, furring, channel, metal lath.
7	Partitions, Walls and Vertical Furring	Wood Stud Construction	Interpretation of blueprints and specifications. Types of lath and purpose: metal, gypsum, K lath, radiant heat board, veneer plaster board, dry-wall gypsum board, exterior insulation board. Special characteristics: sound proofing, fire proofing. Fastening devices and procedures.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Importance of firm bond or keying between lath and plaster, plaster to metal lath, gypsum plaster to gypsum lath. Use of backing materials for lath with large openings. Furring out of lath or wire fabric over solid surfaces. Determining type and weights of metal lath by spacing of supports (studs, joists or furring). Metal lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Selection, spacing and application of nails, clips, staples, other fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite to internal angles. Gypsum lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Staggered pattern application. Attaching cornerite to internal angles. Selection, spacing and application of nails, standard and resilient clips, staples, other fastening devices. Special lath; K lath, radiant heat board.
		Hollow Partitions Construction	Interpretation of blueprints and specifications. Types of hollow partitions and characteristics: prefabricated steel studs, channel studs, sound isolating partitions, sound insulating partitions. X-ray shielding partitions. Fastening devices and procedures: wire tying, nailing or stapling, standard clips, resilient clips, spot welding.
		(Erection Procedures)	Preparatory work in conjunction with other trades Importance of firm bond or keying between lath and plaster, plaster to metal lath, gypsum plaster to gypsum lath. Use of backing materials for lath with large openings. Determining type and weight of metal lath by spacing of supports (studs, joists or furring). Metal lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Selection, spacing and application of nails, clips, staples, other fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite to internal angles. Gypsum lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Staggered pattern application. Attaching cornerite to internal angles. Selection, spacing and application of nails, standard and resilient clips, staples, other fastening devices. Special lath; K lath, radiant heat board.
		Solid Plaster Partitions	Interpretation of blueprints and specifications. Types of solid plaster partitions and characteristics: with channel studs, without channel studs (with temporary bracing). Fastening devices and procedures: wire tying diamond mesh to one side of studs use of metal lath centre, or gypsum lath core in studless partitions.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Erection Procedures)	Preparatory work in conjunction with other trades. Importance of firm bond or keying between lath and plaster, plaster to metal lath, gypsum plaster to gypsum lath. Use of backing materials for lath with large openings. Determining type and weight of metal lath by spacing of supports (studs, joists or furring). Metal lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Selection, spacing and application of nails, clips, staples, other fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite to internal angles. Gypsum lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Staggered pattern application. Attaching cornerite to internal angles. Selection, spacing and application of nails, standard and resilient clips, staples, other fastening devices.
		Vertical Furring (Curtain Wall)	Interpretation of blueprints and specifications. Vertical furring purpose: fire protection for columns and interior wall framing; Concealing pipes, ducts or columns. Covering irregularities and offsets in walls. Insulating against condensation on inner wall surfaces. Characteristics of vertical furring: free-standing braced furring. Use of anchoring devices. Self-furring metal and core board. Rib metal lath.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Importance of firm bond or keying between lath and plaster, plaster to metal lath, gypsum plaster to gypsum lath. Use of backing materials for lath with large openings. Determining type and weight of metal lath by spacing of supports (studs, joists or furring). Metal lath: adherence to established trade practices, <i>Occupational Health and Safety Act</i> standards, local building codes. Selection, spacing and application of nails, clips, staples, other fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite to internal angles. Gypsum lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Staggered pattern application. Attaching cornerite to internal angles. Selection, spacing and application of nails, standard and resilient clips, staples, other fastening devices. Special lath; K lath, radiant heat board.
		Veneer Plaster Base	Interpretation of blueprints and specifications. Veneer plaster base and characteristics. Materials application: large size lath, supporting framework. High density gypsum plaster. Special veneer plaster stops, beads and expansion joints. Fibre-glass tape.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Importance of firm bond or keying between lath and plaster. Use of backing materials for lath with large openings. Gypsum lath: adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Staggered pattern application. Attaching cornerite to internal angles. Selection, spacing and application of nails, standard and resilient clips, staples, other fastening devices. Special lath: K lath, radiant heat board.
		Demountable Partitions	Interpretation of blueprints and specifications. Vinylfaced gypsum board types and characteristics. Insulation, sound reduction qualities. Manufacturers installation instructions. Finishing materials, uses and characteristics: steel stud and feature strip finish. Base molding, aluminium or vinyl. Aluminium feature strips (screwed on). Vinyl feature strips (glued on). Clip-ons. Horizontal or vertical feature strip. Rail height cornice, glazed partitions and all other accessory components.
		(Erection Procedures)	Preparatory work in conjunction with other trades. Adherence to established trade practices. The <i>Occupational Health and Safety Act</i> local building codes. Safety practices in erection and use of scaffolds, planks, tools and equipment.
		Shaft Wall Systems	Interpretation of blueprints and specifications. Characteristics and function of cavity enclosures: air supply and return, bathroom exhaust; elevator, stairwell and plumbing shaft enclosures; smoke shafts. Identification of manufactured gypsum board systems and fire rating qualities.
		(Erection Procedures)	Preparatory work, including layout. Installation of floor and ceiling tracks, including calking of critical seals. Erection of gypsum boards and metal components. Attachment methods.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Exterior Curtain Walls Non Loadbearing (Erection Procedures)	Interpretation of blueprints and specifications. Identification of metal furring components, floor and ceiling tracks, studs. Metal gauges. Calking of critical seals. Fenestration applications. Types and characteristics of enclosing materials, metal lath, K-lath, cement asbestos board, gypsum sheathing. Fire ratings and fastening methods. Insulations: identification, thermal transmission qualities, installation procedures. Finishes: textured plaster, identification and qualities; metal fascia panels. Layout and design in accordance with blueprints. Erection of components in safe, practical and economic procedures. Introduction to swing-stage. Erection of scaffolding. Prefabrication of modular units. Hoisting, placing and fastening units by welding or bolting.
8	Welding	Electric Arc Welding Resistance Spot-welding	Interpretation of blueprints, specifications, symbols. Welding principles and terminology. Equipment and operation; Direct Current type (motor-generator). Alternating Current type (transformer). Auxiliary equipment: cables (heavy duty), electrode holders, electrodes. Safety practices; adherence to established trade practices. The <i>Occupational Health and Safety Act</i> . Importance of proper ventilation. Use of welding helmet and approved wearing apparel. Techniques used in arc welding of light gauge mild steel lathing components. Importance of proper arc length: speed of travel, angle of electrode, current setting. Physical characteristics of good welds; strength, ductility, penetration, uniformity. Types of equipment. Principles of operation. Safety precautions. Time and amperage settings for gauge of metal. Trade related welding operations. Clamping of lathing components. Dressing electrode tips.

R.R.O. 1980, Reg. 45, Sched. 1.

Schedule 2**LATHER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practices (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Building Code Act</i> . The <i>Workers' Compensation Act</i> . The <i>Occupational Health and Safety Act</i> . Care and use of hand tools, measuring, layout and levelling tools, power tools and equipment. Safe use of lifting and hoisting equipment, scaffolds and planking, swing-stages, bosuns chair, pneumatic and electric tools. Welding equipment. Powder actuated tools.
2	Blueprint Reading (As detailed in Schedule 1)	General	Familiarization, interpretation and use of architectural and structural drawings of frame, brick veneer, solid masonry, concrete and steel construction; materials, construction members, dimensioning methods, sections and details, schedules, architectural standard symbols. Building codes. Fire ratings of meta, and gypsum lath systems, acoustic ceiling systems, gypsum dry-wall, interior and exterior ceiling and walls. Representation of structural materials used in metal lathing, gypsum dry-wall systems, acoustical ceilings, insulation. Large scale details of walls and partitions, column and beam furring, suspended ceilings, light troughs, reflected ceiling plans. Job specifications. Quantity estimating, on-site co-ordination with other trades.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
3	Materials (As detailed in Schedule 1)	General	<p>Familiarization with types, characteristics and usage. Metal lath; expanded, sheet lath. Wire fabric lath. Paper-backed metal lath and wire fabric. Gypsum lath; plain, perforated, insulating, rock lath, dry wall, veneer plaster board. Channels: carrying, furring, resilient furring channel. Runners, carriers and screw channels. Prefabricated steel studs: truss steel, nailable, dry wall studs, ¾" furring channel, heavy gauge steel (formed, cut to shape).</p> <p>Rods, special channels and inserts: pencil rods, carrier channels, furring channels, band iron. Hangers and tie wires: heavy wire, mild steel rods, band iron. Tie wires: monel, galvanized. Inserts: turtle back, drive in, beam flange clamps. Metal lathing accessories: clips, cornerite, base screeds. Corner, expansion, screed and casing beads. Cap and shadow molding, picture mold. Corner guards, plaster stops, chair rail, metal base. Ceiling runners or tracks, expanded wing bead or pedex, bull nose bead.</p> <p>Manufactured acoustical ceiling systems: grid, H and T, Z-bar, soundlock, san-a-coustic, para-line, integrated ceiling systems. Door frames (Metal): one piece for solid plaster and hollow stud partitions. Sectional types for dry-wall partition assemblies.</p>
4	Ceiling Systems (As detailed in Schedule 1)	Contact and Furred Ceilings Suspended Ceilings Mechanical Suspended Ceilings, Acoustical Special Systems	<p>Use of blueprints, specifications, reflected ceiling plans. Layout, preparation and installation of contact ceilings and furred ceilings. Erection and use of scaffolds, planks, tools and equipment.</p> <p>Use of blueprints, specifications, reflected ceiling plans. Preparation, layout and installation of suspended ceilings: flat, arched, vaulted, groined, flat beamed, coffered types. Sound isolation suspension. Fire protection of structural members: beams, girders, trusses.</p> <p>Use of blueprints, specifications, reflected ceiling plans. Manufacturers design qualities, sound absorption, fire ratings. Layout and installation in accordance with manufacturers modular specifications and sub-structure variations.</p> <p>Use of blueprints, specifications, reflected ceiling plans. Layout and construction of templates, arched, groined, domed, Gothic and acoustical systems.</p>
5	Partitions, Walls and Vertical Furring (As detailed in Schedule 1)	Wood Stud Construction Hollow Partitions Solid Plaster Partitions Vertical Furring (Curtain Wall) Veneer Plaster Base	<p>Use of blueprints and specifications. Preparation and installation of metal lath. Application of fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite.</p> <p>Preparation and installation of gypsum lath. Staggered application. Attaching cornerite. Application of fastening devices. Use of special lath; K lath, radiant heat board, veneer plaster board, dry-wall gypsum board, exterior insulation board.</p> <p>Use of blueprints and specifications. Use of prefabricated steel studs, channel studs. Construction of sound isolating and sound insulating partitions. X-ray shielding partitions. Use of backing materials. Spacing supports.</p> <p>Preparation and installation of metal lath. Application of fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite. Preparation and installation of gypsum lath: Staggered application. Attaching cornerite. Application of fastening devices. Use of special lath; K lath, radiant heat board.</p> <p>Use of blueprints and specifications. Construction of solid plaster partitions with or without channel studs.</p> <p>Wire tying diamond mesh to one side of studs, use of metal lath centre, or gypsum lath core in studless partitions. Use of backing materials. Spacing supports.</p> <p>Preparation and installation of metal lath. Application of fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite. Preparation and installation of gypsum lath. Staggered application. Attaching cornerite. Application of fastening devices.</p> <p>Use of blueprints and specifications. Installation of vertical furring: free-standing, braced furring. Use of anchoring devices, self-furring metal and core board, rib metal lath. Use of backing materials. Spacing supports.</p> <p>Preparation and installation of metal lath. Application of fastening devices. Wire tying. Overlapping metal lath. Attaching cornerite. Preparation and installation of gypsum lath. Staggered application. Attaching cornerite. Application of fastening devices. Use of special lath; K lath, radiant heat board.</p> <p>Use of blueprints and specifications. Application of large size lath, supporting framework. High density gypsum plaster. Special veneer plaster stops, beads, expansion joints. Fibre-glass tape. Use of backing materials. Preparation and installation of gypsum lath. Staggered application. Attaching cornerite. Application of fastening devices. Use of special lath: K lath, radiant heat board.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Demountable Partitions	Use of blueprints, specifications, and manufacturers installation instructions. Installation of vinyl-faced gypsum board and finishing materials: steel stud and feature strip finish. Base molding, aluminium or vinyl. Aluminium and vinyl feature strips. Clip-ons. Horizontal or vertical feature strip. Rail height cornice, glazed partitions and all other accessory components.
		Shaft Wall Systems	Use of blueprints and specifications. Manufactured board systems and fire ratings. Preparation and layout of cavity enclosures; air supply and return, bathroom exhaust; elevator, stairwell and plumbing shaft enclosures; smoke shafts. Installation of floor and ceiling tracks, calking critical seals. Erection and attachment of gypsum boards and metal components.
		Exterior Curtain Walls	Use of blueprints and specifications. Layout, design and installation of metal furring components, floor and ceiling tracks, studs, enclosing materials, insulation, finishing materials. Calking critical seals. Erecting, operating and working on swing-stages and scaffolding. Prefabrication of modular units in accordance with blueprints and specifications; Hoisting, placing and fastening units by welding or bolting.
		Non Loadbearing	
6	Welding (As detailed in Schedule 1)	General	Positioning, clamping and arc welding, resistance spot-welding of steel lathing components.

R.R.O. 1980, Reg. 45, Sched. 2.

REGULATION 1067**LINEWORKER****1. In this Regulation,**

"certified trade" means the trade of lineworker;

"lineworker" means a person who,

- (a) operates, maintains and services power lines used to conduct electricity from generating plants to consumers, and
- (b) constructs or assembles a system of power lines used to conduct electricity from generating plants to consumers.

R.R.O. 1980, Reg. 46, s. 1.

2.—(1) The certified trade is composed of two branches.

(2) Branch 1 is power lineworker as defined in clauses (a) and (b) of the definition of "lineworker" in section 1.

(3) Branch 2 is construction lineworker as defined in clause (b) of the definition of "lineworker" in section 1. R.R.O. 1980, Reg. 46, s. 2.

3. The trade of lineworker is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 46, s. 3.

4.—(1) An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2000 hours for each period for Branch 1; and three periods of related training and work experience training consisting of one period of 2500 hours and two periods of 2000 hours for Branch 2,

- (a) at full-time educational day classes provided at a location approved by the Director, in the units of study contained in Schedule 1 for Branch 1 of the certified trade or in the units of study contained in Schedule 3 for Branch 2 of the certified trade or in the subjects that in the opinion of the Director are equivalent thereto; and
- (b) in practical training and instruction provided by the

employer of the apprentice in the units of study contained in Schedule 2 for Branch 1 of the certified trade or in the units of study contained in Schedule 4 for Branch 2 of the certified trade. R.R.O. 1980, Reg. 46, s. 4.

(2) The Director may approve an apprentice training program for the certified trade that has been established by an employer as an alternative to the apprenticeship training program outlined in subsection (1) if the number of hours in the period of training in the alternative training program is equal to or greater than the number of hours in the apprentice training period prescribed in subsection (1). O. Reg. 150/82, s. 1.

5. The subjects of examination for an apprentice in Branch 1 of the certified trade shall be based on the units of study contained in Schedules 1 and 2 and the subjects of examinations for an apprentice in Branch 2 of the certified trade shall be based on the units of study contained in Schedules 3 and 4. R.R.O. 1980, Reg. 46, s. 5.

6. The holder of a certificate of apprenticeship or certificate of qualification in Branch 2 of the certified trade is entitled to a certificate of apprenticeship or certificate of qualification in Branch 1 of the certified trade upon completion of a further three periods of training and instruction of 1500 hours for each period that shall include a course of study approved by the Director. R.R.O. 1980, Reg. 46, s. 6.

7. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular hours of work experience training shall be included in computing the hours spent in work experience training. R.R.O. 1980, Reg. 46, s. 7.

8. The rate of wages for an apprentice in the certified trade whether for regular daily hours of work or for hours of work in excess of regular daily hours of work shall not be less than,

- (a) for Branch 1,
 - (i) 40 per cent during the first period,
 - (ii) 50 per cent during the second period,
 - (iii) 60 per cent during the third period,

- (iv) 70 per cent during the fourth period; and
- (b) for Branch 2,
 - (i) 40 per cent during the first period,
 - (ii) 55 per cent during the second period,
 - (iii) 70 per cent during the third period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 46, s. 8.

9. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 46, s. 9.

10. Despite section 9, on the recommendation of the Provincial

Advisory Committee or a Local Apprenticeship Committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 46, s. 10.

11. The Director shall issue a progress record book to an apprentice who shall record his or her related training and work experience training time and the apprentice shall be responsible for the safe-keeping of the progress record book. R.R.O. 1980, Reg. 46, s. 11.

12. An applicant for a certificate of qualification in Branch 1 or Branch 2 of the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2 or Schedule 4, as the case may be. R.R.O. 1980, Reg. 46, s. 12.

13.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 46, s. 13.

14. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 46, s. 14.

Schedule 1

BRANCH 1—POWER LINEWORKER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit	Instruction to be Given
1	Field Vestibule	Select and use personal protective equipment. Climb poles/structures. Work on de-energized lines. Select and use small line work tools. Knowledge of trade safety practices, first aid kit and fire extinguisher use.
2	Safety	Pole top rescue. Artificial respiration. Work protection code. Temporary grounds. Good work area housekeeping. Protective equipment. Potential electrical and mechanical hazard recognition. Develop safe work habits.
3	Theory	Live line work. Series and parallel circuits. Electrical measurement. Co-ordinated systems. Distribution transformer. Anchors. Temporary grounds. Ground resistance. Aerial devices. Voltages. Voltage regulator. Mobile transformer. Tree trimming.
4	Installation Practices	Work order interpretation. Live line tool techniques. Splice, string, sag, dead-end clamp-in, tape, tap, cable and conductor terminal connection. Aerial device operation. Voltage regulators.
5	Tools & Equipment	Use and maintain trade related hand and power tools. Ampac tool. Rope and snatch blocks. Chain and cable hoists. Boom equipped vehicle.
6	Trade Calculations	Rigging principles. Weights and tension, additional loading. Rope and block, slings and two-part line, work load limits.

R.R.O. 1980, Reg. 46, Sched. 1.

Schedule 2**BRANCH 1—POWER LINEWORKER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2
	Unit	Work Experience Training
1	Core Skills/Protective Practices	Knowledge of all trade related safety practices. Recognition and removal of all hazards. Pole climbing, use of safety belt and hand line. Working on energized lines. Pole-top rescue, first aid and resuscitation methods. Safe rigging procedures.
2	Tools and Equipment	Care and use of trade related hand and power tools and equipment. Insulated aerial devices. Boom equipment. Mobile hydraulic, electric, pneumatic and power equipment.
3	Pole Structures	Preparation, installation and removal of Pole Structures and related workpieces.
4	Conductors/Cables	Handling, installation and removing secondary overhead services and bus, primary conductors. Installing secondary underground services and bus. Installing primary underground cable.
5	Isolating and Protective Devices	Installing, removing and operating isolating and protective devices overhead and underground.
6	Transformers	Installing and removing overhead transformers. Installing and removing transformer underground.
7	Capacitors & Regulators	Installing and removing capacitor bank complete. Installing and removing voltage regulators.
8	Street Lighting	Installing and removing street lighting system.

R.R.O. 1980, Reg. 46, Sched. 2.

Schedule 3**BRANCH 2—CONSTRUCTION LINEWORKER****In-School Training**

ITEM	COLUMN 1	COLUMN 2
	Unit	Instruction to be Given
1	Field Vestibule	Select and use personal protective equipment. Climb poles and structures. Work on de-energized lines. Select and use small line work tools. Knowledge of safe work habits, related safety practices, first aid kit and fire extinguisher use.
2	Safety	Pole top rescue. Artificial respiration. Work protection code. Temporary ground. Good work area housekeeping. Protective equipment. Potential electrical and mechanical hazards. Safe work habits.
3	Theory	Energized electrical circuits. Trade hazards, crane signals. Load connection. Tower section identification. Electrical theory and measurement. Rope and line use.
4	Installation	Interpret work orders. Temporary ground. Splices. Rider poles and arms. Insulators and travellers. Knots and hitches. Clamp-in. Re-fuse. Oil circuit reclosers. Dead-end. Sag. Cover up. Crane work. Rigging.
5	Tools & Equipment	Trade related tools. Ampac tool. Rope, snatch blocks. Chain and cable hoists. Temporary grounds.
6	Trade Calculation	Rigging principles. Conductor. Weight, tension, additional loading. Slings and line use. Rope and block work load limit.

R.R.O. 1980, Reg. 46, Sched. 3.

Schedule 4

BRANCH 2— CONSTRUCTION LINEWORKER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit	Work Experience Training
1	Core Skills/Protective Devices	Knowledge of all trade related safety practices. Recognition and removal of hazards. Pole and structure climbing. Use of personal safety tools, safety belts, handline and equipment. Use of small hand tools.
2	Tools & Equipment	Care and use of trade related tools, accessories and equipment. Grip-all clamp stick. Chain hoists. Presses. Amp-tool. Temporary grounds. Rope. Torque wrench.
3	Pole Structures	Preparation, installation and removal of structure and related workpiece/component. Voltages, identification of circuits and sections. Rigid cover-up equipment.
4	Conductors	Handling. Installing and removing conductors.
5	Isolating and Protective Devices	Installing, removing and operating isolating and protective devices. Reclosures and sectionalizers. Air break switches. Permanent grounding.

R.R.O. 1980, Reg. 46, Sched. 4.

REGULATION 1068

MOTOR VEHICLE MECHANIC

1. In this Regulation,

“certified trade” means the trade of motor vehicle mechanic;

“motor vehicle” means a motor vehicle or trailer as defined under the *Highway Traffic Act* and for which a permit has been issued for use on a highway under the *Highway Traffic Act* but does not include a motorcycle or a motor assisted bicycle;

“motor vehicle mechanic” means a person engaged in the servicing, repairing, overhauling, diagnosing or inspecting of motor vehicles who,

- (a) disassembles, adjusts, repairs and reassembles engines, transmissions, clutches, rear ends, differentials, brakes, drive shafts, axles and other assemblies,
- (b) tests, diagnoses and corrects faulty alignment of wheels and steering mechanisms, manual or power,
- (c) diagnoses faults, repairs or replaces suspension systems, including shock absorbers and spring assemblies,
- (d) diagnoses faults, installs, repairs and removes ignition systems, generators, alternators, starters, coils, panel instruments, wiring and other electrical systems and equipment,
- (e) diagnoses faults, repairs and adjusts fuel systems,
- (f) performs complete engine tune-ups, and
- (g) diagnoses faults, installs, inspects, maintains and removes motor vehicle air-conditioning and refrigeration systems,

but does not include a person who is permanently employed for the limited purpose of,

- (h) removing and replacing auto glass,
- (i) removing and replacing exhaust systems,
- (j) removing and replacing radiators, or

- (k) removing and replacing shock absorbers or springs that do not require the realignment of the front or rear suspension. R.R.O. 1980, Reg. 47, s. 1.

2. The trade of motor vehicle mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 47, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience training of 1800 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 47, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 47, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of his or her regular hours of work shall be included in computing the hours spent by the apprentice in work experience training. R.R.O. 1980, Reg. 47, s. 5.

6. The rate of wages for an apprentice in the certified trade, whether for his or her regular daily hours of work or for hours of work in excess of his or her regular daily hours of work shall not be less than,

- (a) 50 per cent during the first period;
- (b) 60 per cent during the second period;
- (c) 70 per cent during the third period;
- (d) 80 per cent during the fourth period;
- (e) 90 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen employed by an employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 47, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

(a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and

(b) where the employer is not a journeyman in the trade, an apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 47, s. 7.

8. Despite section 7, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the

ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 47, s. 8.

9. The Director shall issue a progress record book to an apprentice who shall record the apprentice's related training and work experience training time and the apprentice shall be responsible for the safe-keeping of his progress record book. R.R.O. 1980, Reg. 47, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 47, s. 10.

Schedule 1

MOTOR VEHICLE MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Identify safety and health hazards. Use of appropriate fire extinguishers. Demonstrate good housekeeping.
2	Hand and Power Tools	Identify use, and maintain hand and power tools.
3	Measuring Devices	Identify, use and maintain measuring devices.
4	Machine Shop	Perform cutting, drilling, re-surfacing, reaming, grinding, boring, honing, knurling, and threading operations.
5	Shop Equipment	Identify, use and maintain shop equipment.
6	Trade Calculations	Trade related Mathematics, Sciences, and schematics.
7	Trade Communications	Effective communication, trade related reports, forms and technical publications.
8	Welding	Fundamental principles of joining, welding, fusing and cutting metals using oxyacetylene, electric arc and soldering equipment.
9	Engines	Operating principles, service, repair and overhaul of engines and engine components.
10	Fuel Systems	Operating principles, service, repair and overhaul of gasoline and diesel fuel systems.
11	Electrical Systems	Operating principles, service, repair and overhaul of vehicle electrical systems.
12	Air Conditioning	Safety practices, removal and replacement of air-conditioning units.
13	Power Trains	Operating principles, service, repair and overhaul of power trains.
14	Suspension, Steering	Operating principles, service, repair and overhaul of suspension, steering and brakes.

R.R.O. 1980, Reg. 47, Sched. 1.

Schedule 2

MOTOR VEHICLE MECHANIC

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Be aware of shop and road hazards and safety rules.
2	Hand and Power Tools	Practice the use and maintenance of hand and power tools.
3	Measuring Devices	Practice the use and maintenance of measuring devices.
4	Shop Equipment	Practice the use and care of machine shop or shop equipment.
5	Welding	Practice welding, cutting, brazing and soldering parts using oxyacetylene and electric arc and soldering equipment.
6	Engines	Practice in diagnosing faults and service, repair and overhaul of engines and components.
7	Fuel System	Practice in diagnosing faults and service, repair and overhaul of fuel systems.
8	Electrical Systems	Practice in diagnosing faults and service, repair and overhaul of electrical systems.
9	Power Trains	Practice in diagnosing faults and service, repair and overhaul of power trains.
10	Suspension, Steering and Brakes	Practice in diagnosing faults and service, repair and overhaul of suspension, steering and brakes.
11	Major Components	Removing and replacing major components.

R.R.O. 1980, Reg. 47, Sched. 2.

REGULATION 1069

MOTORCYCLE MECHANIC

1. In this Regulation,

“certified trade” means the trade of motorcycle mechanic;

“motorcycle” means a self-propelled vehicle,

- (a) having a seat or saddle for the use of the driver and designed to travel on not more than three wheels in contact with the ground and includes a motor scooter but does not include a motor assisted bicycle, and

- (b) for which a permit has been issued under the *Highway Traffic Act*;

“motorcycle mechanic” means a person who services, repairs, overhauls and inspects motorcycles and tests them for faults or road-worthiness. R.R.O. 1980, Reg. 48, s. 1.

2. The trade of motorcycle mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 48, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of three periods of related training and work experience training of 1,800 hours per period,

- (a) in courses provided at a location approved by the Director in the units of study contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 48, s. 3.

4. The subjects of examination for an apprentice in the certified

trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 48, s. 4.

5. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of the apprentice's regular hours shall be included in computing the hours spent by the apprentice in work experience training. R.R.O. 1980, Reg. 48, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for the apprentice's regular daily hours of work or for hours of work in excess of the apprentice's regular daily hours of work shall not be less than,

- (a) 50 per cent during the first period;
- (b) 70 per cent during the second period; and
- (c) 90 per cent during the third period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 48, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, an apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 48, s. 7.

8. Despite section 7, on the recommendation of the provincial

advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 48, s. 8.

9. The Director shall issue a progress record book to an apprentice who shall record the related training and work experience training time and the apprentice shall be responsible for the safe-keeping of the progress record book. R.R.O. 1980, Reg. 48, s. 9.

10. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 48, s. 10.

Schedule 1

MOTORCYCLE MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Identify safety and health hazards. Use of appropriate fire extinguishers.
2	Hand and Power Tools	Identify, use and maintain hand and power tools.
3	Measuring Devices	Identify, use and maintain measuring devices.
4	Shop Equipment	Identify, use and maintain shop equipment.
5	Machine Shop	Perform cutting, drilling, grinding, knurling and threading operations.
6	Engines	Operating principles, service, repair and overhaul and the diagnosing of faults.
7	Transmission Mechanisms	Operating principles, service, repair and overhaul of, and diagnose faults in, transmission mechanisms.
8	Electrical Systems	Operating principles, service, repair and diagnose faults of electrical systems.
9	Fuel Systems	Operating principles, service and repair of, and diagnose faults in, fuel systems.
10	Frames, Wheels and Brakes	Operating principles, service, repair and overhaul of, and diagnose faults in, frames, wheels and brakes.
11	Welding	Fundamental principles of joining, welding, fusing and cutting metals using oxyacetylene electric arc and soldering equipment.
12	Trade Calculations	Trade related mathematics, English and sciences.
13	Trade Communications	Effective communications trade related reports, forms and technical publications.

R.R.O. 1980, Reg. 48, Sched. 1.

Schedule 2

MOTORCYCLE MECHANIC

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safe Practices	Be aware of shop hazards and safety rules.
2	Hand and Power Tools	Practise the use and maintenance of hand and power tools.
3	Measuring Devices	Practise the use and maintenance of measuring devices.
4	Shop Equipment	Practise the use and care of shop equipment.
5	Engines	Practise the servicing, repairing and overhauling of, and diagnosing faults in, engines and components.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
6	Transmission Mechanisms	Practise the servicing, repairing and overhauling of, and diagnosing faults in, transmission mechanisms.
7	Electrical Systems	Practice in the servicing and repairing of, and diagnosing faults in, electrical systems.
8	Fuel Systems	Practice in the servicing and repairing of, and diagnosing faults in fuel systems.
9	Frames, Wheels and Brakes	Practice in the servicing, repair and overhauling of, and diagnosing faults in, frames, wheels and brakes.
10	Welding	Practice in joining, welding, fusing and cutting metals using oxyacetylene, electric arc and soldering equipment.

R.R.O. 1980, Reg. 48, Sched. 2.

REGULATION 1070**MOULD MAKER****1. In this Regulation,**

“certified trade” means the trade of mould maker;

“mould maker” means a person who,

- (a) sets up and operates to prescribed tolerances engine lathes and milling, grinding, drilling, sawing and boring machines,
- (b) reads and interprets blueprints, operation or product related reference charts and tables and selects mechanical measuring and checking and layout tools and devices,
- (c) performs measuring, checking and layout operations and selects work piece materials and the required cutting tools and abrasives for metal removal operations,
- (d) performs metal removal operations using hand and power tools and selects work piece clamping and holding devices and product-related components,
- (e) performs hand finishing and polishing operations on moulds, and
- (f) assembles and tests moulds for application purposes,

but does not include a person or class of persons in a limited purpose occupation that, in the opinion of the Director, does not equate with the definition of mould maker. R.R.O. 1980, Reg. 49, s. 1.

2. The trade of mould maker is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 49, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours per period,

- (a) at full-time educational day classes provided at a location approved by the Director or in courses that in the opinion of the Director are equivalent thereto in each of the units of study contained in Schedule 1; and
- (b) work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 49, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 49, s. 4.

5. The rate of wages for an apprentice in the certified trade,

whether for regular daily hours of work or for hours of work in excess of regular daily hours of work, shall be not less than,

- (a) 50 per cent during the first 1,000 hours of related training and work experience training;
- (b) 55 per cent during the second 1,000 hours of related training and work experience;
- (c) 60 per cent during the third 1,000 hours of related training and work experience;
- (d) 65 per cent during the fourth 1,000 hours of related training and work experience;
- (e) 70 per cent during the fifth 1,000 hours of related training and work experience;
- (f) 75 per cent during the sixth 1,000 hours of related training and work experience;
- (g) 80 per cent during the seventh 1,000 hours of related training and work experience; and
- (h) 85 per cent during the eighth 1,000 hours of related training and work experience,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 49, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 49, s. 6.

7. Despite section 6, on the recommendation of the provincial advisory committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 49, s. 7.

8. The Director shall issue a progress record book to an apprentice for the purpose of recording related training and work experience training time and the apprentice shall be responsible for keeping the progress record book up-to-date and for its safekeeping. R.R.O. 1980, Reg. 49, s. 8.

9. An applicant for a certificate of qualification in the certified trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 49, s. 9.

10.—(1) Subsection 10 (2) of the Act does not apply to a person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 49, s. 10.

11. Section 5 of Regulation 1055 of Revised Regulations of Ontario, 1990 does not apply to the certified trade. R.R.O. 1980, Reg. 49, s. 11.

12. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 49, s. 12.

Schedule 1

MOULD MAKER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Safe work habits. Protective clothing and equipment.
2	Blueprint Reading, Reference Charts and Sketching	Interpretation of blueprints, reference charts, charts and sketching.
3	Hand Tools and Benchwork	Care and use of hand tools. Fasteners and their application.
4	Measuring Tools	Care and use of precision measuring devices.
5	Trade Calculations	Calculation of geometrical values, ratios and formulae
6	Layout	Care and use of layout tools. Surface preparation and layout techniques.
7	Metallurgy	Heat treatment of ferrous metals including furnace and torch hardening, cyaniding and hardness testing. Chemical and physical properties and identification of ferrous, non-ferrous and plastic materials.
8	Power Tools	Drilling, reaming, tapping, knurling, lapping, boring procedures. Set up and operate power hack-saws. Vertical band saws, radial drill presses, engine lathes, horizontal boring mills, horizontal cylindrical universal and tool and cutter grinders.
9	Mould-Making	Mould-making operations, special hand/power tools and assembly procedures

R.R.O. 1980, Reg. 49, Sched. 1.

Schedule 2

MOULD MAKER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
1	Safety	Knowledge and application of safe work practices; recognition of hazards and precautionary measures.
2	Shop Techniques/Practices	Care and use of hand, bench and portable power tools, jigs and fixtures, precision measuring equipment. Application of tool geometry, twist drills, tool bits, cutters and abrasives, edges, clearances and angles.
3	Machine/Equipment/Accessories	Power saws: machine nomenclature, care and use of reciprocating, circular band, vertical cut-off saws. Speeds and feeds. Coolants. Blade replacement.
4	Radial and Drill Presses	Set up and operation, speed, feed and coolant. Function and purpose; i.e., drilling, counter-boring, lapping, polishing, tapping, grooving, flycutting.
5	Lathes	Set up and operation, use of accessories, speed, feed, coolants, centering, drilling, turning, boring, counter-boring, reaming, threading, tapping, knurling tapers, lapping.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be Given
6	Milling Machines	Horizontal, Vertical Universal, Ram and Turret type. Horizontal Boring Mill and accessories. Set up and operation, speed, feed, coolants, work piece holding, mounting, milling operations, keyways, angles, splines, slots, gears, cams, contour spirals.
7	Grinders and Grinding Accessories	Horizontal Surface, Cylindrical, Universal, Tool and Cutter. Set up and operation, speed, feed, coolants, wheel and form dressing, machine grinding.

R.R.O. 1980, Reg. 49, Sched. 2

REGULATION 1071**PAINTER AND DECORATOR****1. In this Regulation,**

“certified trade” means the trade of painter and decorator;

“painter and decorator” means a person who,

- (a) prepares and performs interior and exterior work to plaster, wallboard, wood, metal, concrete masonry, stucco and allied materials,
- (b) erects scaffolding including swing stage,
- (c) prepares and performs work by steam wallpaper stripping machines and applies wall coverings, wallpaper, grass cloth, wood veneer, vinyl fabrics and allied materials,
- (d) prepares and performs work by mechanical processes, blow torches, spray guns and sandblasting. R.R.O. 1980, Reg. 50, s. 1; O. Reg. 160/86, s. 2.

2. The trade of painter and decorator is designated as a certified trade for the purposes of the Act. O. Reg. 160/86, s. 3, *part*.

3. The certified trade is composed of two branches as follows:

- 1. Branch 1, commercial and residential painter and decorator as set out in subclauses 1 (a), (b) and (c).
- 2. Branch 2, industrial painter and decorator as set out in subclauses 1 (a), (b) and (d). O. Reg. 160/86, s. 3, *part*.

4. Despite section 3 of Regulation 1055 of Revised Regulations of Ontario, 1990, a person who has,

- (a) successfully completed a basic course in painting and decorating at a secondary school; and
- (b) been recommended to the Director by the principal of the school where he or she completed the course for enrollment as an apprentice in the certified trade,

may be registered as an apprentice in the certified trade. R.R.O. 1980, Reg. 50, s. 4; O. Reg. 160/86, s. 4.

5.—(1) An apprentice training program is established for the certified trade. O. Reg. 160/86, s. 5, *part*.

(2) An apprentice training program shall consist of three periods of related training and work experience of 1,800 hours for each period for Branch 1 and Branch 2,

- (a) at full-time educational classes provided at a college of applied arts and technology or in courses that in the opinion of the Director are equivalent thereto in the subjects con-

tained in Part I of Schedule 1 for Branch 1 and in the subjects contained in Part II of Schedule 1 for Branch 2; and

- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Part I of Schedule 2 for Branch 1 and in the subjects contained in Part II of Schedule 2 for Branch 2. O. Reg. 160/86, s. 5, *part*; O. Reg. 475/86, s. 1.

6. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 50, s. 6.

7.—(1) The holder of a certificate of apprenticeship or certificate of qualification in Branch 1 of the certified trade may be issued a certificate of qualification in Branch 2 of the certified trade upon successful completion of a further period of 1,800 hours of work experience and related training in the subjects contained in Part II of Schedule 1 and Part II of Schedule 2.

(2) The holder of a certificate of apprenticeship or certificate of qualification in Branch 2 of the certified trade may be issued a certificate of qualification in Branch 1 of the certified trade upon successful completion of a further period of 1,800 hours of work experience and related training in the subjects contained in Part I of Schedule I and Part I of Schedule 2. O. Reg. 160/86, s. 6.

8. The rate of wages for an apprentice in the certified trade whether for the regular daily hours of the apprentice or for hours in excess of the regular daily hours of the apprentice, shall not be less than,

- (a) during the first period of related training and work experience, the applicable minimum rate of wages set out in section 10 of Regulation 325 of Revised Regulations of Ontario, 1990;
- (b) during the second period of related training and work experience, the wages referred to in clause (a) plus 30 per cent; and
- (c) during the third period of related training and work experience, the wages referred to in clause (a) plus 60 per cent. O. Reg. 160/86, s. 7; O. Reg. 475/86, s. 2.

9. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every three journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional three journeymen employed by that employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 50, s. 9.

10. Despite section 9, on the recommendation of the provincial advisory committee or a local apprenticeship committee approved under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 50, s. 10.

11. The Director shall issue a progress record to each apprentice and the apprentice shall record therein the time that he or she spends in related training and work experience and the apprentice shall be responsible for the safekeeping of his or her progress record. R.R.O. 1980, Reg. 50, s. 11.

12.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 50, s. 12.

13. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 50, s. 13.

Schedule 1

PART I

PAINTER AND DECORATOR

COMMERCIAL AND RESIDENTIAL

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)		Addition, subtraction, multiplication and division of whole numbers, fractions, decimals. Weights and measures. Ratio and proportion. Percentage, discounts and simple interest. Areas, volumes, linear and angular mensuration. Simple equations and formulae calculations. Metric system; conversion methods.
2	Communications	General	Reading comprehension. Trade terminology, usage. Sentence and paragraph structure. Letter, report writing. Work, material and parts orders. Interpretation, use of manufacturers' manuals and instructions, job specifications. Oral communication.
3	Drafting	Basic Drafting and Interpretation	Architectural drafting techniques; scales, symbols, projections. Preparation of elementary trade related working drawings and dimensioned sketches. Reading and interpretation of construction plans, elevations; specifications for frame, masonry, concrete construction. Details, work schedules. Wall and ceiling surface areas for decorating estimates. Bills of material preparation.
4	Trade Tools and Procedures	Safety	Safety rules and safe operating procedures. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . Protective clothing and equipment. First Aid. Fire prevention; use and maintenance of fire fighting equipment. Handling and storage of flammable and toxic materials and solvents. Ventilation. Dangers of spontaneous combustion. Lead poisoning, dermatitis and silica dust hazards. Correct use of lifting and hoisting equipment, electric power tools and equipment. Good housekeeping.
		Hand Tools	Care and use of paint brushes (bristle, nylon), fitches. Paint rollers. Graining, marbling, blending, mottling, texturing, stippling tools and rollers. Stencil knives. Putty knives, scrapers, wire brushes. Paperhanging brushes, rollers, cutters, shears, chalklines.
		Power Tools and Equipment	Types, use and maintenance of portable air and electric sanders, grinders, brushes. Abrasive materials; types, grits, grades. Paint burning torches, steam wallpaper stripping machines, air compressors, sandblasting equipment. Taping machines. Scaffolding, ladders, steps, trestles. Swingstages (manual and electric), bosun's chairs and related equipment.
		Layout and Measuring Devices	Care and use of rules, tapes, squares, straightedges, compasses and dividers, plumb bobs, chalk lines. Patterns, templates, stencils. Viscosity cups. Paint film gauges.
5	Trade Practices Coating Materials	Properties and Characteristics	Chemical properties, uses, drying characteristics of organic and synthetic coating materials. Temperature and humidity effects. Paints, enamels (alkyds, phenolics), varnishes, lacquers, shellacs, calcimine primers, sealers, epoxy resins, silicones, vinyls, emulsion coatings, oils, waxes; wood stains, bleaches, preservatives. Adhesives.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Formulation Mixing	Types and purpose of pigments, vehicles or binders, extenders, driers, accelerators and retarders, thinners, solvents, catalysts. Material mixing, reduction, viscosity, straining for brush, roller or spray application. Material, thinner or solvent compatibility and intermixing. Tinting colours. Colour harmony; theory, styling, recognition. Colour cards. Matching and tinting to samples. Material covering and hiding properties. Paint and coating film failure; recognition, terminology and causes. Corrective procedures. Paint systems and specifications. Film thickness and adhesion tests.
6	Trade Practices Brush Work	Brush and Roller Techniques	Brush types, sizes, purpose. Cleaning methods and materials. Brush manipulation for specific materials; flowing on, brushing out, cutting in, laying off. Avoiding runs and sags. Lining and striping procedures. Roller application techniques.
7	Trade Practices Spray Painting	Spray Guns and Equipment Spraying Techniques	Conventional and airless (hydraulic) gun types. Operating principles, component parts. Syphon cups and pressure pots. Cleaning, adjustment and maintenance procedures. Types and construction of air and fluid hoses, couplings and adaptors. Pressure drop. Air transformer types, purpose and installation. Minimum pipe sizes. Moisture and oil problems and correction. Adjustment and maintenance. Use and servicing of organic vapor and dust type respirators and masks. Masking procedures after surface preparation. Use of masking tape and taping machine. Importance of correct gun type, fluid tip and air cap combination, fluid and spreader adjustment, regulated air and fluid pressures, viscosity for material used. Spray patterns and corrective adjustments. Gun position, distance, stroking, triggering, speed and overlap. Practice spraying of vertical and horizontal panels, inside and outside corners.
8	Painting Interior Work (Plaster and Wallboard)	Preparation Priming and Sealing Second Coat Finish Coat Latex Paints	Protection of floors, trim, furniture. Use of drop sheets, building paper, masking tape. New plaster; drying time, use of moisture meter. Surface neutralizing requirements and materials. Hotspot treatment. Use of litmus paper. Stain causes, killing methods and materials. Repairing cracks and holes; preparation and cutting out. Filling materials; mixing and application. Types of wallboards and joint cements. Joint taping and sanding methods. Preparation of previously painted and papered plaster. Gas fume discolouration. Washing methods and materials. Old calcimine removal and stripping off wallpaper. Surface sanding requirements. Sand paper types and grades. Hand and power sanding techniques. Surface porosity. Types and use of oil based, polyvinyl acetate, acrylic primers and sealers. Thinners, viscosity. Tinting methods. Brush and roller application. Drying times between coats. Between coat sanding. Material types, tinting and thinning. Application. Finishing material types, hiding and covering qualities; enamels, flats. Tinting methods. Mixing, consistency. Application and laying off. Stippling techniques. No neutralizing required. Effects of zinc sulphate and sizing materials under latex paints. Tinting materials and methods. Mixing; overthinning effects. Application methods.
9	Painting Interior Work (New, Painted or Varnished Wood)	Preparation Priming Coat	Trade and architects' specifications for finish and number of coats. Wood absorption qualities. Peeling, scaling and blistering causes. Use of spatchling materials. Treatment of knots, sap and bleeding stains. Paint removal techniques; burning, use of paint removers. Safety precautions. Neutralizing. Preparation of varnished wood for enamel. Wax and polish removal, washing methods and materials. Special undercoats for varnished woodwork. Types and choice of primers, thinners and driers. Consistency. Brush and roller application and laying off.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Undercoats	Drying time before recoating. Types of undercoats. Sanding and dusting between coats. Consistency. Tinting colours. Use of putties and stopping. Undercoat application and laying off. Material quantities.
		Finish Coats	Finishing materials; flats, semi-gloss, enamels. Number of coats. Matching colours. Brush, roller and spray application techniques. Temperature requirements. Enamel rubbing methods.
10	Painting Interior Work (Metal)	Preparation	Trade finish specifications. Old and new surface preparation techniques. Mill scale, rust and corrosion treatment; types and use of corrosion inhibiting materials. Paint receiving qualities of metals. Pre-paint treatment of galvanized metal. Old paint removal methods.
		Priming Coat	Metal primer types and correct usage. Heat resisting paints, heat effects on light colours, conductivity. Brush, roller and spray application.
		Second and Finishing Coats	Paint and enamel types for metal finishing. Industrial colour code and piping code. Colour harmony; room finishes. Material costing. Brush, roller and spray application.
11	Painting Interior Work (Concrete and Masonry)	Preparation	Trade finish specifications. Absorptive qualities of concrete, brick, stone, concrete blocks. Moisture content, use of moisture meter. Use of acids and cleaning solutions. Neutralizing with zinc sulphate; litmus paper tests. Efflorescence treatment. Pointing and stopping materials and methods.
		Priming Coat	Characteristics of polyvinyl acetate (P.V.A.), acrylic, oil and varnish sealers. Thinner types. Thinning and tinting primer coat. Application methods.
		Second and Finish Coats	Determination of material quantities. Colour harmony. Concrete floor paints, thinner types and uses. P.V.A. and acrylic finishes. Multi-coloured paints and undercoats. Cement finishes. Correct brush, roller or spray application method for material used. Techniques for laying out and stripping concrete floors.
12	Painting Exterior Work (Wood)	Preparation	Woods to paint or stain; weathering effects, causes of peeling, scaling, blistering. Interior dampness or condensation effects; correction methods, testing with litmus paper and moisture meter.
		Priming Coat	Architects' specifications for finish and number of coats. Old paint removal methods. Wire brushing, sanding, dusting. Spotting-in burned off areas. Knot and sap treatment. Caulking compound application.
		Second Coat	Exterior primers, purchased or painter prepared; function and consistency. Types of oil, thinners, driers and usage. Absorption qualities of various woods. Reasons for brush application, not spray. Controlled penetration theory. 2-Coat system (Heavy priming coat). Back priming.
		Finish Coat	Puttying, sanding and caulking requirements. Exterior paints; brands, grades, fade resistant colours and usage. Thinning and application methods.
			Use of ready mixed coloured paints. Self cleaning whites. White tinting bases. Pigment volume. Thinner types and usage. Avoiding oil use in finish coats. Application methods. Material quantities.
13	Painting Exterior Work (Shingled Roofs)	Preparation	Cleaning off old roofs. Fastening loose shingles. Good roof paint and stain grades. Materials and mixing methods. Harmonizing colour combination with trim. Number of coats.
		First and Finish Coats	Paint and stain application methods. Brush types. Covering butts. Material mixing for finish coat. Material quantities.
14	Painting Exterior Work (Concrete and Stucco)	Preparation	Specifications for finish type and number of coats. Cleaning and neutralizing. Efflorescence treatment. Crack repairs, pointing and stopping. Litmus paper and moisture meter tests.
		Priming Coat	Use of P.V.A., acrylic, oil and varnish sealers, thinners. Consistency. Tinting colours. Brush, roller or spray application.
		Finish Coat	Colour harmony. Application of P.V.A., acrylic, oil finishes, multi-coloured paints and their undercoats. Application methods and equipment for cement and stucco finishes. Material quantities.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
15	Painting Exterior Work (Metal)	Preparation Priming Coat Second or Finish Coat	Hand and power metal cleaning tools and techniques. Sandblasting methods. Rust and corrosion causes; chemical treatments, rust inhibiting materials. Galvanized metal treatment. Paint removal; use of alkaline and emulsion cleaners, passivating treatment, pH testing. Steam cleaning. Material specifications for exposure and environment. Antifouling paints. Red lead (and additives) primers; advantages, usage. Primers for aluminum, bright metals. Wash primers. Wetting ability. Drying time. Heat resisting paints for smoke stacks. Epoxies. Thinners, solvents, catalysts. Mixing and thinning procedures. Brush, roller and spray application. Recoating requirements. Water and salt water effects on metals and paints. Suitable types of paints, enamels, lacquers, epoxies. Graphite paints. Metallic dust mixtures. Material application methods. Metal roof painting techniques. Field touch-up painting.
16	Wood Finishing Interior Work (Natural, Satin, Bleach, Varnish and Lacquer Finishes)	Old Finish Removal Preparation First and Second (Finish) Varnish Coats Lacquer Coats	Liquid remover types and usage. Block removers. Purpose of neutralizing. Cleaning methods. Fire hazards. Specifications for job requirements. Sanding methods and materials. Wood types; characteristics, imperfections and corrective treatments. Prepared coloured fillers. Filler colouring methods. Thinning solvents. Satin and filler application, excess removal techniques. Specially prepared stains. Wood texture variations; equalizing suction, appropriate finishes. Between coat drying time. Bleaching procedures; materials and brush types. Types of shellacs and solvents. Consistency and cuts. Temperature and humidity effects. Application methods. Between coat treatment. Putty types, uses, mixing and colouring. Application and excess removal methods. Varnish types and grades. Reducing solvents. Application techniques; preventing runs, sags, imperfections. Between coat sanding. Rubbing down, cleaning and polishing materials and techniques. Material quantities. Lacquer sealers. Clear brushing and spraying lacquers. Lacquer thinners, use for reducing. Temperature and humidity effects, use of retarders. Brush and spray application techniques, preventing runs and sags. Sanding between coats. Cleaning and polishing materials and techniques.
17	Wood Finishing Exterior Work (Natural, Stain, Varnish Finish)	Preparation First and Second Varnish Coats	Finish specifications. Old varnish removal; hand and power wire brushing, sanding, dusting methods. Correct abrasive use. Stain mixing, filler colouring and application techniques. Drying time and excess removal. Use of prepared stains and tinted sealers. Equalizing suction. Putty types; mixing, colouring, application and excess removal. Use of correct varnish, reducing solvent, brush types. Application techniques; preventing runs, sags, imperfections. Temperature and humidity effects. Between coat treatment.
18	Interior Decorating Wall Coverings (Paperhanging)	Preparation Cutting and Pasting Hanging Paper and Border Hanging Panels Papering Stair Wells and Halls	Repairing ceiling, wall cracks and imperfections. Treatment of old and new plaster and wallboard, calcimine and water base paints. Stripping and readying papered surfaces. Neutralizing methods. Size types, purpose; preparation and application methods. Checking pattern, run and lot number. Starting procedure. Measuring, cutting lengths and removing curl. Pasting and folding short and long ends. Matching, plumbing and trimming. Starting and finishing conditions. Filling in. Butting seams and rolling. Hand tool types and usage. Turning corners and cutting around lights. Finishing and joining conditions. Hanging level. Matching sloping ceilings. First strip application. Butting joints. Laying out panels and block pattern. Panel to stile ratio. Chalk line use. Centering pattern. Hanging field, stiles and border. Starting procedure. Correct top. Cutting paper to fit stair well rake.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
19	Interior Decorating Wall Coverings (Fabrics)	Preparation Grass Cloth, Wood Veneers Vinyl Wall Covering	Surface repairs and treatment. Special primer and adhesive types and application methods. Material soaking, wet or dry trimming and application techniques. Eliminating springing and bubbles. Adherence to manufacturers' instructions. Tests for minimum allowable wall moisture content. Applying special colour matched primers and adhesives for vinyl fabric. Hanging procedures. Overlapping and cutting edges. Joints 4" minimum from inside and outside corners. Removing excess adhesive from fabric. Adherence to manufacturers' instructions for lot number and shading.
20	Interior Decorating Special Finishes	Graining Blending Mottling Stippling Glazing and Antiquing Texturing Marbling	Surface preparation. Filling and sanding. Ground coats; correct colour, mixing and straining. Application of prepared coats and mixed coats. Mixing glaze with colours. Distemper colours and usage. Thinner types. Ground coat application, rubbing in, softening. Action of oils, turpentine, driers. Megilp types and usage. Wood grain characteristics. Graining processes and tools. Varnish types and application. Colour harmony. Mixing colours. Retarding methods. Use of softener and cheese cloth pad. Application and starting techniques. Retarding and setting. Varnish types and usage. Causes of creeping, sissing and sagging. Surface preparation as required. First coat; material types, colour mixing and application methods. Sanding. Second and finish coats; material types, tinting and application methods. Use of stippling tools and decorative rollers. Surface preparation as required. Undercoats; material and thinner types. Colour preparation. Brushing techniques. Types of glazes. Mixing glazing colours. Application tools and methods. Finishing. Surface preparation as required. Sealer types, purpose. Application over old and new surfaces. Texture types available. Correct consistency. Application methods, tools and equipment. Surface preparation as required. Mixing of base colours. Marble types and characteristics. Mixing and applying ground colour coat. Marking off techniques, drying time. Mixing and applying glaze. Veining colours. Veining and softening tools and techniques.

PART II

PAINTER AND DECORATOR

INDUSTRIAL

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication and division of whole numbers, fractions, decimals. Weights and measures. Ratio and proportion. Percentage, discounts and simple interest. Areas, volumes, linear and angular mensuration. Simple equations and formulae calculations. Metric system; conversion methods.
2	Communications (Trade Related)	General	Reading comprehension. Trade terminology, usage. Sentence and paragraph structure. Letter, report writing. Work, material and parts orders. Interpretation, use of manufacturers' manuals and instructions, job specifications. Oral communication.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
3	Blueprint Reading	General	Architectural drafting techniques; scales, symbols, projections. Reading and interpretation of construction plans, elevations, specifications for frame, masonry, concrete and structural steel construction. Details, work schedules. Surface areas for estimates. Bills of material preparation.
4	Trade Tools and Procedures	<p>Safety</p> <p>Hand Tools</p> <p>Power Tools and Equipment</p> <p>Spray Guns and Equipment</p> <p>Layout and Measuring Devices</p>	<p>Safety rules and safe operating procedures. The <i>Occupational Health and Safety Act</i>. The <i>Workers' Compensation Act</i>. Protective clothing and equipment. First aid. Fire prevention; use and maintenance of fire fighting equipment. Handling and storage of flammable and toxic materials and solvents. Ventilation. Dangers of spontaneous combustion. Lead poisoning, dermatitis and silica dust hazards.</p> <p>Correct use of lifting and hoisting equipment, scaffolds, ladders, swing-stages; electric power tools and equipment, sandblasting equipment; conventional, air-less and electro-static spraying equipment. Working inside vessels; mandatory use of air-fed hoods, spark-proof tools and equipment, explosion-proof electrical devices. Good housekeeping.</p> <p>Care and use of paint brushes (bristle, nylon). Paint rollers. Scrapers, chipping hammer, wire brushes.</p> <p>Types, use and maintenance of portable air and electric sanders, grinders, chipping hammers, brushes. Abrasive materials; types, grits, grades. Air compressors, sandblasting equipment. Taping machines. Scaffolding, ladders, steps, trestles. Swing-stages (manual and electric), bosun's-chairs and related equipment. Correct use of ropes and cables. Knot types, usage, tying.</p> <p>Conventional and airless (hydraulic) gun types. Operating principles, component parts. Syphon cups and pressure pots. Cleaning, adjustment and maintenance procedures. Types and construction of air and fluid hoses, couplings and adaptors. Pressure drop. Air transformer types, purpose and installation. Minimum pipe sizes. Moisture and oil problems and correction. Adjustment and maintenance.</p> <p>Care and use of rules, tapes, squares, straightedges, compasses and dividers, plumb bobs, chalk lines. Patterns, templates, stencils. Viscosity cups. Paint film gauges. Moisture meters.</p>
5	Coating Materials	<p>Properties and Characteristics</p> <p>Formulation</p> <p>Mixing</p>	<p>Chemical properties, uses, drying characteristics of organic and synthetic coating materials. Temperature and humidity effects. Paints, enamels (alkyds, phenolics), varnishes, lacquers, shellacs, sealers, silicones, vinyls, emulsion coatings, oils, waxes; wood stains, bleaches, preservatives. Adhesives. Protective coatings; vinyls, chlorinated rubber based, neoprene, epon, epoxy resins. Mastics and cements. Selection factors for environmental conditions: sunlight and water, stress, impact, abrasion, heat, water, salts, solvents, alkalis, acids, oxidation. Manufacturers' technical data.</p> <p>Types and purpose of pigments, vehicles or binders, extenders, driers, accelerators and retarders, thinners, solvents, catalysts.</p> <p>Material mixing, reduction, viscosity, straining for brush, roller or spray application. Material, thinner or solvent compatibility and intermixing. Material covering and hiding properties. Paint and coating film failure; recognition, terminology and causes. Corrective procedures. Paint systems and mil thickness specifications. Film thickness and adhesion tests.</p>
6	Surface Preparation	<p>Cleaning (Hand Tools)</p> <p>(Power Tools)</p> <p>(Sandblasting)</p> <p>(Solvent Use)</p> <p>(Other Methods)</p>	<p>Job specifications for coatings to be applied, correct surface preparation method. Correct use of wire brush, paint scraper, chipping hammer.</p> <p>Correct use of rotary brush, sanders, chipping hammers (electric or pneumatic).</p> <p>Cost advantages over other methods. Selection factors: silica sand grain size, type; dust or "fines". Hose type, size, lengths, "deadman" shut-off controls. Nozzle size and type to ensure sufficient air pressure. Air supply: adequate pressure and volume for nozzle type. Moisture or contaminant separation (including air supply to airfed hoods). Continuous, intermittent and double outlet sandblast systems. Brush-off, commercial and white metal blast finishes.</p> <p>Use on old surfaces in good condition, not requiring mechanical preparation. Use on new but contaminated surfaces. Use between coats to prevent inter-coat contamination. Selection of suitable solvents.</p> <p>Water-wash pressure cleaning. Acid etches. Degreasing solutions. Flame cleaning.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
7	Paint Application	Brush Techniques	Brush types, sizes, purpose. Cleaning methods and materials. Brush manipulation for specific materials; flowing on, brushing out, cutting in, laying off. Avoiding runs and sags. Lining and striping procedures.
		Roller Techniques	Types of rollers: dip, fountain and pressure; roller application methods; cleaning.
		Spraying Techniques (Conventional)	Use and servicing of organic vapor and dust type respirators and masks. Masking procedures after surface preparation. Use of masking tape and taping machine. Importance of correct gun type, fluid tip and air cap combination, fluid and spreader adjustment, regulated air and fluid pressures, viscosity for material used. Spray patterns and corrective adjustments.
		(Airless Spray)	Principles of airless spraying: equipment required and procedures for use; pressures, head types for materials used. Precautions.
		(Electrostatic)	Principles of electrostatic spraying: equipment and procedures; precautions.
8	Painting Interior Work (Metal)	Preparation	Trade finish specifications. Old and new surface preparation. Mill scale, rust and corrosion treatment; types and use of corrosion inhibiting materials. Paint receiving qualities of metals. Pre-paint treatment of galvanized metal. Old paint removal methods.
		Priming Coat	Metal primer types and correct usage. Heat resisting paints, heat effects on light colours, conductivity. Brush, roller and spray application.
		Second and Finish Coats	Paint and enamel types for metal finishing. Industrial colour code and piping code. Colour harmony; room finishes. Material costing. Brush, roller and spray application.
9	Painting Interior Work (Concrete and Masonry)	Preparation	Trade finish specifications. Absorptive qualities of concrete, brick, stone, concrete blocks. Moisture content, use of moisture meter. Use of acids and cleaning solutions. Neutralizing with zinc sulphate; litmus paper tests. Efflorescence treatment. Pointing and stopping materials and methods.
		Priming Coat	Characteristics of polyvinyl acetate (P.V.A.), acrylic, oil and varnish sealers. Thinner types. Thinning and tinting primer coat. Application methods.
		Second and Finish Coats	Determination of material quantities. Colour harmony. Concrete floor paints, thinner types and uses. P.V.A. and acrylic finishes. Multi-coloured paints and undercoats. Cement finishes. Correct brush, roller or spray application method for material used. Techniques for laying out and stripping concrete floors.
		Preparation and Finishing	Wood and paint defects and condition, corrective action, surface preparation. Trade finish specifications and materials. Brush, roller or spray application procedures as required.
10	Painting Exterior Work (Concrete and Stucco)	Preparation	Specifications for finish type and number of coats. Cleaning and neutralizing. Efflorescence treatment. Crack repairs, pointing and stopping. Litmus paper and moisture meter tests.
		Priming Coat	Use of P.V.A., acrylic, oil and varnish sealers, thinners. Consistency. Tinting colours. Brush, roller or spray application.
		Finish Coat	Colour harmony. Application of P.V.A., acrylic, oil finishes, multi-coloured paints and their undercoats. Application methods and equipment for cement and stucco finishes. Material quantities.
		Preparation and Finishing	Woods to paint or stain; weathering effects, causes of peeling, scaling, blistering. Testing and correction methods. Wood and surface preparation. Trade finish specifications and materials. Brush, roller and spray application procedures as required.
11	Painting Exterior Work (Metal)	Preparation	Hand and power metal cleaning. Sandblasting. Critical priming of bare metal. Rust and corrosion causes; chemical treatments, rust inhibiting materials. Galvanized metal treatment. Paint removal; use of alkaline and emulsion cleaners, passivating treatment, pH testing. Steam cleaning.
		Priming Coat	Material specifications for exposure and environment. Antifouling paints. Red lead (and additives) primers; advantages, usage. Primers for aluminum, bright metals. Wash primers. Wetting ability. Drying time. Heat resisting paints for smoke stacks. Epoxies. Thinners, solvents, catalysts. Mixing and thinning procedures. Brush, roller and spray application.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Second or Finish Coat	Recoating requirements. Water and salt water effects on metals and paints. Suitable types of paints, enamels, lacquers, epoxies. Graphite paints. Metallic dust mixtures. Material application methods. Metal roof painting techniques. Field touch-up painting.
12	Special Coatings and Techniques	Epoxy and Urethane Compounds, Powdered Coatings (Inorganic Zinc)	Properties and characteristics of epoxyesters and "two-package" catalyzed epoxy finishes; urethane oils, moisture cured urethanes, "two-package" catalyzed urethanes; powdered coatings, special thinners required; various drying rates, pot-life. Mixing and application precautions.

R.R.O. 1980, Reg. 50, Sched. 1; O. Reg. 160/86, s. 8.

Schedule 2

PART I

PAINTER AND DECORATOR

COMMERCIAL AND RESIDENTIAL

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Tools and Procedures (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . Care and use of hand and power tools and equipment, including erection and use of ladders, scaffolds, swing stages, bosun's chairs and related equipment, layout and measuring devices.
2	Trade Practices (As detailed in Schedule 1)	Coating Materials Brush and Roller Work Spray Painting	Familiarization with chemical properties, uses, drying characteristics of organic and synthetic coating materials. Paint failure causes and corrective action. Material formulation; mixing, colouring, reduction, straining and application techniques. Colour harmony; theory, styling and recognition. Matching and tinting. Paint systems. Familiarization with brush types and purpose. Care and cleaning methods. Brushing techniques. Lining and striping. Roller application methods. Familiarization with conventional and airless (hydraulic) spray equipment; principles, components, uses, cleaning and maintenance. Spraying techniques; gun selection, pressures, material viscosity, spray patterns and adjustments. Mask use and servicing.
3	Interior Decorating Painting, Varnishing, Lacquering	Preparation Sealing, Priming, Filling Undercoating and Finishing	Protection of floors, trim and furnishings. Trade finish specification. Repairing cracks and holes in wood, plaster, wallboard and concrete. Taping and filling wallboard joints. Neutralizing plaster, concrete and galvanized metal surfaces. Killing stains in wood and plaster. Knot treatment. Treating previously painted, papered or varnished surfaces. Use of paint and varnish removers; neutralizing operations. Sanding, scraping, stripping and sandblasting operations. Sizing new plaster. Sealer application. Priming wood, plaster, wallboard, concrete and metal. Use of oil, spirit and water stains and fillers. Bleaching agents. Application of concrete block fillers. Between coat sanding. Mixing, tinting, reduction and application of oil paints, enamels, varnishes, shellacs, lacquers, P.V.A. and acrylic finishes, multi-coloured paints, concrete floor paints, catalyzed finishes and cement finishes by brush, roller and spray methods.
4	Interior Decorating Wall Coverings	Preparation and Application	Ceiling and wall preparation as required. Neutralizing and sizing. Cutting, fitting, pasting and hanging wallpaper. Fitting and finishing borders. Hanging panels, field, stiles and border. Hanging decorator's cotton, lining paper, fabrics, grass cloth, wood veneers and vinyls.
5	Interior Decorating Special Finishes	Preparation and Application	Surface preparation as required. Wood graining operations. Blending, mottling, stippling, glazing and antiquing and texturing operations. Marbling, veining and softening operations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
6	Exterior Work	Preparation	Trade finish specifications. Repairing cracks and holes in wood, stucco and concrete. Pointing and stopping. Treating previously painted or varnished surfaces; old finish removal by burning and chemical strippers.
	Painting, Varnishing, Lacquering	Sealing, Priming, Filling	Neutralizing and passivating treatments for wood, concrete and metal surfaces. Rust and corrosion treatment. Wire brushing, sanding, scraping and sandblasting operations. Wood preservative application. Knot treatment. Caulking. Fastening loose shingles.
		Undercoating and Finishing	Priming wood, concrete, stucco and metal surfaces. Use of oil, spirit and water stains and fillers. Use of sealers and bleaching agents. Concrete block fillers. Between coat sanding.
7	Special Coatings and Techniques	Epoxy and Urethane Compounds	Mixing, use and application of epoxyesters and "two-package" catalyzed epoxy finishes; urethane oils, moisture cured urethanes, on other than steel surfaces.

PART II

PAINTER AND DECORATOR

INDUSTRIAL

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Tools and Procedures (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . Care and use of hand and power tools and equipment, including erection and use of ladders, scaffolds, swing stages, bosun's chairs and related equipment, sandblasting and spraying equipment, layout and measuring devices.
2	Trade Practices (As detailed in Schedule 1)	Coating Materials	Familiarization with chemical properties, uses, drying characteristics of organic and synthetic coating materials. Protective coatings and selection factors. Paint failure causes and corrective action. Material formulation; mixing, colouring, reduction, straining and application techniques. Colour harmony; theory, styling and recognition. Matching and tinting. Paint systems.
		Brush and Roller Work	Familiarization with brush types and purpose. Care and cleaning methods. Brushing techniques. Lining and striping. Roller application methods.
		Spray Painting	Familiarization with conventional, airless (hydraulic), and electrostatic spray equipment; principles, components, uses, cleaning and maintenance. Spraying techniques; gun selection, pressures, material viscosity, spray patterns and adjustments. Mask use and servicing. Masking tape use.
3	Painting Interior Work (Metal)	Preparation	Trade finish specifications. Old and new surface preparation. Mill scale, rust and corrosion treatment. Pre-paint treatment of galvanized metal. Old paint removal.
		Priming Coat	Use of metal primers and heat resisting paints. Brush, roller and spray application.
		Second and Finish Coats	Use of paint and enamels for metal finishing. Industrial colour code and piping code. Material costing. Brush, roller and spray application.
4	Painting Interior Work (Concrete and Masonry)	Preparation	Trade finish specifications. Use of moisture meter. Use of acids and cleaning solutions. Neutralizing with zinc sulphate; litmus paper tests. Efflorescence treatment. Pointing and stopping.
		Priming Coat	Use of polyvinyl acetate (P.V.A.), acrylic, oil and varnish sealers. Thinning and tinting primer coat. Application.
		Second and Finish Coats	Determination of material quantities. Use of concrete floor paints, P.V.A. and acrylic finishes, multicoloured paints and undercoats, cement finishes. Brush, roller or spray application. Laying out and stripping concrete floors.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
	(Wood)	Preparation and Finishing	Trade finish specifications. Recognition and correction of wood and paint condition defects. Surface preparation. Determination of material quantities. Brush, roller and spray application and finishing as required.
5	Painting	Preparation	Specifications for finish and coats. Cleaning and neutralizing. Efflorescence treatment. Crack repairs, pointing and stopping. Litmus paper and moisture meter tests.
	Exterior Work	Priming Coat	Use of P.V.A., acrylic, oil and varnish sealers, thinners. Tinting colours. Brush, roller or spray application.
	(Concrete and Stucco)	Finish Coat	Application of P.V.A., acrylic, oil finishes, multicoloured paints and their undercoats, cement and stucco finishes. Estimating material quantities.
	(Wood)	Preparation and Finishing	Trade finish specifications. Recognition, testing and correction of wood and paint condition defects. Surface preparation. Determination of material quantities. Brush, roller and spray application and finishing as required.
6	Painting	Preparation	Hand and power metal cleaning. Sandblasting: critical priming requirements. Use of chemical treatments, rust inhibiting materials. Galvanized metal treatment. Paint removal; use of alkaline and emulsion strippers, passivating treatment, pH testing. Steam cleaning.
	Exterior Work	Second or Finish Coat	Material specifications. Use of antifouling paints, red lead (and additives) primers; primers for aluminum, bright metals; wash primers. Heat resisting paints for smoke stacks. Epoxies. Mixing and thinning. Brush, roller and spray application.
	(Metal)		Suitable types of paints, enamels, lacquers, epoxies. Graphite paints. Metallic dust mixtures. Material application. Metal roof painting. Field touch-up painting.
7	Special Coatings and Techniques	Epoxy and Urethane Compounds, Powdered Coatings (Inorganic Zinc)	Mixing, use and application of epoxyesters and "two-package" catalyzed epoxy finishes; urethane oils, moisture cured urethanes, "two-package" catalyzed urethanes; powdered coatings.

R.R.O. 1980, Reg. 50, Sched. 2; O. Reg. 160/86, s. 9.

REGULATION 1072**PLASTERER****1. In this Regulation,**

"certified trade" means the trade of plasterer;

"plasterer" means a person who,

- (a) applies plaster and stucco to the walls and ceilings, whether interior or exterior, of a structure,
- (b) applies plaster and stucco on lath, masonry and rigid insulation, and
- (c) tapes gyproc and wallboard. R.R.O. 1980, Reg. 51, s. 1.

2. The trade of plasterer is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 51, s. 2.

3.—(1) No person shall become an apprentice in the certified trade without completing Grade 8 or having such other academic qualification that, in the opinion of the Director, is equivalent thereto.

(2) Despite subsection (1), a person who has,

- (a) graduated in a course for the trade of plasterer offered in the occupational program of a Junior or Special Vocational School; and

- (b) been recommended to the Director by the principal of the school where the person completed the course for enrollment as an apprentice in the certified trade,

may be registered as an apprentice in that trade. R.R.O. 1980, Reg. 51, s. 3.

4. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 51, s. 4.

5. An apprentice shall complete four periods of training and instruction of 1600 hours per period. R.R.O. 1980, Reg. 51, s. 5.

6. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 51, s. 6.

7. Despite subsection 8 (2) of Regulation 1055 of Revised Regulations of Ontario, 1990, every hour worked by an apprentice in excess of regular daily hours of practical training and instruction shall be included in computing the hours spent in training and instruction. R.R.O. 1980, Reg. 51, s. 7.

8. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

(a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every five journeymen employed by that employer in the trade and with whom the apprentice is working; and

(b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional

five journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 51, s. 8.

9. Section 9 and subsections 10 (2), (3) and (4) of the Act do not apply to any person who works or is employed in the certified trade. R.R.O. 1980, Reg. 51, s. 9.

10. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 51, s. 10.

Schedule 1

PLASTERER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Academic Subjects	General Trade Terminology	Blueprint reading, arithmetic, geometry, English, inter-relationships with supervisors and fellow workers. Vocabulary of plastering terms and inter-relationship with other building trades.
2	General Trade Practice	Safety Tools Bases Base Coats Aggregates Smooth Finishes Irregular Finishes	Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. The <i>Occupational Health and Safety Act</i> . Housekeeping: protection of finished work, removal of waste materials, clean up of job site. Identification, care and use of hand and power tools and equipment as related to the trade and safety practices pertaining to same. Types and uses: Masonry such as brick, clay and tile, gypsum block, cement block, metal lath, gypsum board, insulating fiber boards, insulating polystyrene. Neat hardwall, fibered and unfibered. Light weight base coats as perlite and vermiculite. Portland cement plaster; waterproofing. Concrete, bond stone and plaster weld. Identification, selection and use of sand, perlite and vermiculite. Lime, keenes, non-alkaline. Sponge, dash, float, stipple, acoustic, spray, stucco.
3	Molds	Types and Uses	Fabrication, run in place, run on bench.
4	Mitering	Mitering Techniques	Use of joint rod, cut and planted returns.
5	Layout	Identification and Planning	General geometric layout for all plastering conditions in shop and site.
6	Quantity Take-off	Calculations	Method of calculating areas and volumes and determining the related requirements of plastering materials.

R.R.O. 1980, Reg. 51, Sched. 1.

Schedule 2

PLASTERER

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Trade Practice	Safety Tools Bases Materials Application	Safety practices in the erection and use of scaffolds, ladders, hoisting and other such equipment. The <i>Occupational Health and Safety Act</i> . Housekeeping: Protection of finished work, removal of waste materials, clean up of job site. Trade Terminology: Vocabulary of plastering terms and inter-relationship with other building trades. Identification, care and use of hand and power tools and equipment as related to the trade and safety practices pertaining to same. Types and uses: Masonry such as brick, clay and tile. Gypsum block, cement block. Metal lath. Gypsum board. Insulating fiber boards. Insulating polystyrene. Identification and use of plastering materials for both base and finishing coats. Techniques of application, by hand and by machine.
2	Molds	Construction and Use	Fabrication, run in place, run on bench.
3	Mitering	Application	Use of joint rods, cut and planted returns.
4	Layout	Practical Planning	General geometric layout for all plastering conditions in shop and site.
5	Quantity Take-off	Practical Calculations	Calculating areas and volumes and determining the related requirements of plastering materials.
6	Leadership	Indoctrination	Functions of a superintendent. Reading and interpretation of specifications. Room scheduling.

R.R.O. 1980, Reg. 51, Sched. 2.

REGULATION 1073

PLUMBER

1. In this Regulation,

“certified trade” means the trade of plumber;

“plumber” means a person who,

- (a) lays out, assembles, installs, maintains or repairs in any structure, building or site, piping, fixtures and appurtenances for the supply of water for any domestic or industrial purpose or for the disposal of water that has been used for any domestic or industrial purpose,
- (b) connects to piping any appliance that uses water supplied to it or disposes of waste,
- (c) installs the piping for any process, including the conveyance of gas, or any tubing for a pneumatic or air-handling system,
- (d) makes joints in piping, or
- (e) reads and understands design drawings, manufacturers' literature and installation diagrams for piping and appliances connected thereto,

but does not include a person engaged in,

- (f) the manufacture of equipment or the assembly of a unit prior to delivery to a building, structure or site,
- (g) the laying of metallic or non-metallic pipe into trenches to form sanitary or storm sewers, drains or water mains, or
- (h) the repair and maintenance of the installations in an operating industrial plant. R.R.O. 1980, Reg. 52, s. 1.

2. The trade of plumber is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 52, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience training of 1800 hours for each period,

- (a) at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 52, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 52, s. 4.

5. A person is exempt from subsection 10 (2) of the Act if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) works in that trade for three months or less. R.R.O. 1980, Reg. 52, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction;
- (d) 70 per cent during the fourth period of training and instruction; and

- (e) 80 per cent during the fifth period of training and instruction,

of the hourly rate of wages or its equivalent for a journeyman employed by the same employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 52, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every three journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 52, s. 7.

Schedule 1

PLUMBER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Weights and measures. Ratio and proportion. Percentage, discounts, simple interest. Areas, volumes, linear and angular mensuration. Square root. Scale conversion. Simple equations and formulae calculations (tanks, pipes; capacities, rate of flow).
2	Science	Physics	Hydrostatics, hydraulics; pressure and head differences. Pascal's Law. Pump capacities (H. P. rating and flow). Pressure pump principles; venturi, fluid flow, water hammer. Heat; temperature measurement, heat transfer. Heat units, evaporation, condensation, humidity, heat effect on metals. Heat calculations, expansion problems (solids, liquids, gases). Air and water properties, atmospheric pressure, syphonage, effect on plumbing materials. Electrolysis and corrosion. Water treatment, pollution, pH factor. Plumbing materials; relative strengths, electrolytic, chemical, bacteriological resistance, uses.
3	English	Usage and Business Communication	Reading comprehension. Trade terminology, usage. Sentence, paragraph structure. Letter, report writing. Work and parts orders. Interpretation, use of manufacturer's manuals, job specifications. Oral communication.
4	Drafting	Basic Drafting and Interpretation	Drafting techniques; scales, symbols, projections. Preparation of elementary trade, related working drawings, dimensioned sketches. Reading, interpretation of floor plans elevations, plumbing and heating installations, specifications, material estimates.
5	Trade Tools and Procedures	Safety	Safety rules and safe operating procedures. Protective clothing, equipment. First aid. Fire prevention: use and maintenance of fire-fighting equipment. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . The <i>Ontario Water Resources Act</i> (Regulation 736 of Revised Regulations of Ontario, 1980). Correct lifting methods and use of lifting and hoisting equipment. Safe use of electrical tools, equipment and powder actuated tools. Good housekeeping.
		Hand Tools	Selection, care and use of hammers, screwdrivers, wrenches, wood saws, hacksaws, chisels (metal, wood, masonry), files, hand shears, hand drills, pipe cutting, threading, reaming and bending tools.
		Power Tools and Equipment	Care and use of portable air and electric drills, grinders, circular and sabre saws. Powder actuated tools. Mechanical and hydraulic tube bending equipment. Pipe cutting, reaming and threading equipment. Pedestal and bench grinders, abrasive cut-off tools. Grinding drill bits, cutting tools. Materials handling devices, scaffolds, ladders, ropes, slings, hoists.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Measuring Devices	Care and use of rules, tapes, builders levels, calipers, micrometers, squares, straight-edges, hand levels and plumb bobs.
6	Trade Tools and Procedures Pipe, Tubing and Fittings (Joining Techniques)	Soldering	Soft soldering techniques; uses, solder alloys, fluxes. Heating torches and soldering irons. Preparation, sweating, jigging and tacking.
			Tinning dips. Hard soldering; alloys, fluxes, techniques and uses. Cleaning and testing joints.
		Welding and Brazing	Welding and brazing rods, electrodes, fluxes. Set up, operation and use of oxyacetylene, propane, arc welding equipment for heating, welding, brazing and cutting operations. Protection of flammable materials. Explosion hazards; ventilation, cleaning or purging methods, testing equipment.
		Caulking	Caulk joint characteristics. Relevant codes. Joining with hot sulphur, asbestos cement, lead wool. Use of packing irons, oakum. Measuring, cutting, supporting or hanging cast iron pipe. Lead pouring and caulking vertical, horizontal, inverted and submerged joints. Test methods.
		Cutting and Reaming	Holding devices. Hand and power pipe cutting and reaming. Lubricants. Length and fitting allowances, cleaning.
		Threading Pipe	Thread identification, usage; standard pipe threads. Die setting. Hand and power threading procedures. Pipe vises, collets, chucks. Cutting fluids. Cutting standard, loose, tight, crooked threads. Recutting damaged threads. Burr removal.
		Flanged Fittings	Threaded, welded, lap jointed types. Relevant codes. Gasket materials, cutting methods. Expansion loops and joints, swing joints. Temporary pipe slinging, aligning; tightening bolts. Marking and drilling blank flanges. Breaking old joints.
		Compression Type Fittings	Flared joint, flared joint and ring, ferrule types. Relevant codes. Gaskets, packings. Flaring ferrous and non-ferrous tube. Joint assembly.
		Lead Burning	Good joint design. Relevant codes. Lead burning and supporting techniques in all positions. Adequate ventilation.
		Wiping Joints	Lead to lead, lead to brass, and lead to copper wiped joints. Relevant codes. Wiping alloys, cloths, tools; smudge, paste and flux. Preparing and wiping flange, butt, underhand, vertical, rolled joints. Handling, supporting, protecting lead pipes.
		Cementing Joints	Pipe or materials used. Relevant codes. Cement mixtures. Raking joints, aligning and supporting. Installing new pipe in existing lines. Test methods.
		Non-metallic Joints (Plastic)	Cutting and joining techniques; materials, cleaning and solvent welding compounds, aligning and supporting methods.
7	Trade Tools and Procedures Pipe, Tubing and Fittings (Bending and Forming Techniques)	Pipe and Tubing	Bending procedures; tubing specifications, allowable radii. Hand and power benders. Filling with sand, lead, resin. Use of spring and stationary mandrels. Bend centers. Wire templates.
		Bar Stock	Hot and cold bending techniques. Hardening, tempering, annealing, stress relieving.
		Forming Lead	Forming tools. Layout, bossing or dressing techniques. Joint preparation.
8	Trade Tools and Procedures Pipe, Tubing and Fittings (Installation)	Pipe and Tubing Selection	Size, lengths, classification; wrought iron, steel, cast iron, copper, lead, brass, vitrified tile, concrete, bituminized fibre, cement asbestos (transite), plastic, stainless steel, glass, dur iron. Relevant codes. Working and bursting pressures; safety and usage factors.
		Threaded Pipe	Standard, extra-heavy, double extra-heavy weight pipe. Butt weld, lapweld, seamless types. Relevant codes. A.S.M.E. standard thread tables. Standard pipe and fitting terminology. Thread compounds. Making up fittings, installation, aligning.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Pipe Hangers and Fasteners	Suspending pipes by; drilling and tapping, expansion shields, toggle bolts, welding, clamps, powder actuated tool and fastener use. Types, use of wood, machine, coach or lag screws. Relevant codes. Hanging or supporting pipe by pipe hooks, extension bar, solid ring hangers; pipe rings, rolls and saddles; U bolts, hanger rods, masonry piers, brackets and clamps. Positioning, aligning, levelling. Insulation allowances.
		Tubing and Fittings	Types and classification; underground limitations. Relevant codes. Installing, joining by soldering, brazing, swaging, compression fittings. Fitting allowances. Expansion loops. Vibration reduction.
		Valves	Terminology, types, construction, purpose, locating; gate, O.S. and Y valves, sliding stem, globe, check, pressure reducing and relief. Stuffing boxes, gland packing. Relevant codes. Installation procedures; tagging and charting. Valve defects and wear.
		Supports	Above or underground installations. Relevant codes. Support layout, spacing, grade. Installation of reinforced concrete, steel, masonry, wood types, on filled ground, virgin soil, chair carriers, suspended from buildings.
9	Roughing In (Drainwork)	Sewers and Drains	Elevation of inverts. Location of stacks, connections. Drain sizes. Relevant codes. Locating, setting, levelling; using dumpy levels and batter boards, bench marks or datum points.
		(Excavating and Trenching)	Relevant codes and regulations. Safety, inspection procedures. Shoring methods; hazards. Ventilation. Dewatering. Piling excavated material. Back-filling.
		(Building Sewers)	Location, layout, size, elevation of inverts. Relevant codes. Drainage terminology, materials, jointing compounds. Storm, sanitary, combination drainage systems. Grading, supporting. Location of clean-outs. Testing drains. Repair and servicing; locating, clearing blockages, use of drain plans, rods, power equipment, chemicals. Cutting, inserting fittings.
		(Building Traps)	Types, requirements, location, size. Relevant codes. Setting trap level for seal, installing, supporting. Air inlet and cleanouts. Repair and servicing.
		(Floor Drains)	Application, location of simple and fixture floor drains. Relevant codes. Strainers; levelling. Grading floors, sealing strainer inlets. Supporting grating. Venting floor drain traps. Connecting floor drains to building drains. Locating cleanouts. Repair and servicing.
		(Rainwater Leaders, Area Drains and Subsoil Drainage Tile)	Location. Relevant codes. Sizing storm drains; rainfall charts, sizing tables, drainage areas. Installing subdrainage tile (inside and outside), area drains, rainwater leaders to combination and storm drains. Sediment catchment.
		(Oil and Gasoline Interceptors)	Manufactured and concrete (single and multiple chamber) types. Specifications. Relevant codes. Installing oil collecting tanks, vents, flow control fittings. Concrete interceptor construction. Connecting inlet and outlet pipes to interceptors and building drains. Prohibited discharges through interceptor. Repair and servicing; cleaning, sediment removal. Open flame hazards.
		(Sewage Pumps)	Sump location, ejector type, elevation, subbasements, subdrains. Relevant codes. Sewage, drainage sumps. Venting. Sewage and drainage pumps, ejectors. Operating intervals. Sizing, installation of sewage sumps, pumps, discharge lines. Controls and safety devices; single and duplex pumps, high water alarms, alternator controls. Electrical connections. Discharge connection to building drains, with or without main traps. Connecting subdrains to sewage tanks; testing methods. Repairing, servicing pumps, screens, impellers, valves, air compressors, motors, controls.
		(Backwater Valves)	Purpose and installation of flat and float backwater valves. Locating factors. Combination and separate drainage systems. Relevant codes. Sewage and drainage sumps for backflood protection. Repairing and servicing backwater valves.
		(Blow-off Tanks)	Tank size, location. Discharge temperature. Venting. Blowdown, quick opening and closing valves. Connecting water supply to tanks, discharge line to building drains. Cross-connection prevention. Repair and servicing.
		Municipal Sewage Systems	Public sewers; intercepting or trunk line, tributary or contributing. Grading. Construction materials and design. Sewage treatment, disposal; activated sludge process, artificial drying, lagoon systems. Final effluent treatment.
		(Connecting Building Sewers to Public Sewers)	Location, size of public sewers, depth of inverts. Relevant codes. Sewer connecting procedures; explosion hazards, safety practices. Maintenance responsibility of municipality.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		<p>Rural Sewage Systems</p> <p>(Septic Tanks)</p> <p>(Disposal Fields)</p>	<p>Septic systems; single and multiple chamber trickle type, 2 compartment tank with automatic syphon, Imhoff tanks, cesspools.</p> <p>Grease interception, removal. Freezing protection.</p> <p>System type; location. Relevant codes. Poured concrete, steel, pre-cast concrete, other tank types. Sizing. Installation of tanks, fittings, cleanouts, venting, elevation. Repair and servicing; cleaning by manual removal, vacuum tanks, sludge pumps. Sludge disposal. Septic action starters, conditioners.</p> <p>Disposal bed systems, location. Relevant codes. Percolation tests. Boring test holes. Chart use for required absorption area. Leaching systems; standard trench, seepage pits. Bed layout; trench depth and width, grades, spacing. Installation of weeping tile, aggregate, connections, venting, backfilling. Distribution box construction. Repair and servicing.</p>
10	<p>Roughing In</p> <p>(Stacks, Wastes and Vents)</p>	<p>Soil and Waste Stacks</p> <p>(Sleeves and Inserts)</p> <p>(Stack Footings)</p> <p>(Flashings)</p> <p>(Horizontal Branches and Fixture Waste Pipes)</p> <p>(Fixture Traps)</p> <p>(Grease Traps)</p> <p>(Chair Carriers)</p> <p>(Venting)</p> <p>Rainwater Leaders</p>	<p>Types, characteristics. Locating. Sizing. Prohibited practices. Relevant codes. Joining pipe materials, fittings. Cutting stack holes, notching structural members. Connecting fixtures at stack bases; pressure effects, hazards. Cleanouts. Relief venting stacks in multistorey buildings. Prefabrication, installation of stacks, offsets; plumbing, aligning. Stack testing. Repair and servicing; cutting fittings into stacks. Freezing protection. Thawing stacks, wastes.</p> <p>Sleeve filling materials. Fixed, adjustable, continuous inserts. Lining up sleeves, inserts, with chalk line, plumb bob.</p> <p>Locations, sizes. Relevant codes. Pipe, fitting selection. Connecting stack footings to drain. Grading, installation tools, supporting footings.</p> <p>Hub, sleeve, manufactured types; lead, copper, neoprene. Relevant codes. Flashing flat, pitched, shingled, slate, other roofs. Flashing tools. Use of ladders and scaffolds, hand line, ropes and slings.</p> <p>Conventional and Dunham plumbing systems. Relevant codes. Roughing in, fixture dimensions. Sizing horizontal and vertical waste pipes, fixture drains. Grading. Connecting and supporting pipes. Rigging methods.</p> <p>Purpose of P traps, drum traps, special designs. Relevant codes. Trap components and seals. Seal loss; causes, effects. Measuring seal.</p> <p>Trap location. Cleanouts. Connecting and supporting traps to fixtures and waste pipes. Repair and servicing. Hazards of chemical use, use of drain rods.</p> <p>Trap types. Flow control fittings. Relevant codes. Sizing. Locating, installing and venting, traps and flow control fittings, installed as fixture traps or as interceptors.</p> <p>Roughing in (concrete and frame); closet, urinal, lavatory and sink, hospital fixture, wall type carriers, vandal proof fittings. Alignment. Thread protection.</p> <p>System type, vent stack locations, sizes, supports. Relevant codes. Sizing, installing back vents, continuous waste and vents; dual, stack, wet, loop and circuit, relief and yoke type vents. Terminating stacks through walls and roofs. Draining dead end vents.</p> <p>Purpose, size, material, location of leaders, hoppers, gutters. Expansion joints. Flashings. Connecting leaders to storm and sanitary drains. Rainwater traps. Cleanouts.</p>
11	<p>Roughing In</p> <p>(Water Supply Systems)</p>	<p>Main Supply</p> <p>(Service Connection to Municipal Water Main)</p> <p>(Water Meters)</p> <p>(Cold Water Supply Piping)</p>	<p>Service connection materials. Relevant codes. Threaded, caulked, capillary solder, flared, wiped solder and mechanical type joints. Supporting service pipes on virgin soil, filled ground, through walls. Installing anchors.</p> <p>Location of main control valves. Drilling, tapping mains under pressure. Installation of curb valve, main supply valves. Meter chamber construction. Protecting plastic service pipes from hot water backup. Testing main supply pipes.</p> <p>Meter Types. Selection and installation. Anti-tampering devices. Electrical grounding. Bypass. Use of test dial. Shop testing with calibrated tubes and tanks. Field testing large meters with portable test meters, orifice plates. Meter protection.</p> <p>Locating, sizing supply system; flow factors, storage tanks, other connections, draining. Relevant codes. Installation procedures. Use of booster pumps. Backflow prevention. Damage and freezing protection. System testing. Noise elimination. Thawing procedures. Repair and maintenance.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Hot Water Supply Piping)	Heater and storage tank location, heat generation method, size of mains, branches, risers, outlets to fixtures, circulation method, pipe expansion, valve locations. Insulation. Relevant codes. Direct, indirect, instantaneous heaters. Sizing. Boiler connections to converters, circulating pumps. Tank manifolds. Location of main control valves, drain valves, temperature/pressure relief valves, temperature control valves, thermometers, pressure gauges. Tempering valves, expansion loops and fittings. Preventing reverse flow. Installation of noncirculating, gravity, forced circulation systems. Flexible hanger use. Wall and floor sleeves; pipe clearances. Preventing cross connections between potable and nonpotable hot water pipes. Protecting and testing system. Noise elimination. Repair and maintenance.
		Rural Water Supply Systems	Supply source. Well types; construction codes, potability tests. Pump characteristics, sizing factors; centrifugal jet (shallow and deep), reciprocal (shallow and deep), submersible, gear, hydraulic ram. Power sources. Gravity and hydro-pneumatic storage tanks. Locating, installing tanks and pumps. Suction line. Pressure and float switches, air volume controls. Pressure gauges, gauge glass, level indicator. Relief valve, overflow pipe, pulsation chamber, drain cocks, sand trap, strainers, filters. Main control, foot and check valves. Power connections. Priming pump. Preventing cross connections, back-siphonage, well contamination. System purging. Repair and servicing shallow well, deep well pumps and systems.
		Fire Line Systems	Connections to supply source, hose stations. Type, sizes of pipe and fittings. Size, locations of mains, standpipes, check valves, siamese connection. Relevant codes and underwriters specifications. Standard outlets. Hazards of intervening valves in fire line. Outside booster connection.
		(Fire Protection Lines)	Locating, installing, supporting, fire lines, standpipes and outlets, hose storage cabinets, control valves. Hose, valve, nozzle selection. Use of booster pump. Preventing backflow to domestic system. System protection and testing.
		(Ring Mains For Exterior Fire Protection)	System type, supply source (single and dual); location of main control valves, check valves, hydrants; valves in hydrant branches, valve chambers, storage tank, reservoir, booster pump. Relevant codes, underwriters specifications. Underground installation factors. Installing branches to hydrants. Use of thrust blocks, saddles or anchors. Frost protection; inside hydrants, frost heave, draining facilities. Indicator valves. Protection against backflow into municipal system. Strategic valve locations. Fire department pumper connections. System testing. Backfilling. Erosion prevention. Purging pipes. Leak detection on buried lines by earphone diaphragm, geophone, valve box locator. Replacing defective section, installing bell joint clamps. Inserting extra branch. Repair and maintenance.
12	Roughing In (Process Supply Systems)	Special Water Systems	Systems for dairies, laboratories, hospitals, industries. Cooling units, components. Heat exchangers. Insulation. Installation of upfeed and downfeed systems, components. Relevant codes. Colour coding system. Test methods. Reclaiming water from cooling towers, spray ponds, condenser coils.
		(Chilled Water Systems)	
		(Distilled Water Systems)	Systems for battery manufacture, drinking fountains, hospitals, drug, beverage manufacturers. Installation of distillation units, components, pipes, fittings.
		(Nonpotable Water Supply Systems)	Nonpotable supply source, location of mains, risers, branches, connection to supply. Usage factors. Relevant codes. Installation; isolation from potable systems. Coding. Backflow preventers.
		(Lawn Irrigation Systems)	Supply source, system type, pipe, fittings. Relevant codes. Control and zoning. Installation. Backflow preventers. Fertilizer injection.
		Liquid Dispensing Systems	Pressure and gravity type systems. Installation.
13	Fixture and Equipment Installation and Servicing (Basic Fittings)	Special Fluid Process Piping Systems	Installation and relevant codes for fluid transfer in bakeries, dairies, distilleries, food processing plants, breweries, laboratories, refineries, hospitals, industrial plants.
		Supply Fittings	Separate faucets, combination supply and waste, combination swing spout, single lever control, sink and shampoo faucets with spray attachments, automatic tempering devices. Relevant codes. C.S.A. and manufacturers standards. Installing exposed and concealed faucets; deck, wall mounted. Roughing in; finished wall clearance, valve bonnet access, air gap. Vacuum breakers. Testing. Preventing damage to finished fittings. Control valves; compression, needle types. Relevant codes. C.S.A., manufacturers standards. Component assembly. Test methods.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Automatic Flush Valves	Diaphragm and plunger types. Hand, seat, foot or push button operated flushing mechanisms; domestic use. Installing, testing, adjusting. Backsyphonage preventers.
		Repair and Replacement of Supply Fittings, Valves and Piping	Washer replacement procedures. Removing broken and corroded valve, faucet washer screws. Seat regrinding tools, techniques. Replacing valve gland, faucet bonnet packings, "O" rings, spindle sleeves. Use of lubricants. Basin wrench use. Replacement faucets; adapter wall plates, crows foot washers. Diverter valves; repair, adjusting. Cleaning screens, aerator outlets. Adapting supply to replacement fittings.
		Waste Fittings	Installation of mechanical and plug outlets. Strainers. Tail pieces. Stoppage causes; clearing methods. Repair and replacement.
14	Fixture and Equipment Installation and Servicing (Fixtures)	Bathtubs	Porcelain ware, enamelled cast iron, enamelled press-formed steel bath tubs. Built-in, freestanding, other types. Built-in enclosures. Location, roughing in dimensions, handling. Installation. Protection. Installation of supply fittings, wastes and overflows. Repair and maintenance.
		Washbasins	Wall hung, combined wall and floor type, pedestal, slab (vanity) types. Handling precautions. Installation and mounting; Installation of supply and waste fittings. Testing, cleaning. Repair and replacement.
		Water-Closets	Floor, wall hung, other types. Construction materials. Syphon jet, reverse trap, washdown, reverse trap without jet, blowout types. Relevant codes. Installation procedures. Gaskets. Tank refill devices; float, flush, control valves, lever mechanisms; testing, adjusting for storage level, flushing action. Pressure noise control. Freezing protection. Temporary trap seals. Seat types, installation. Closet servicing, repair, replacement.
		Bidets	Characteristics. Installation procedures: relevant codes. Roughing in dimensions. Connecting to supply. Backflow preventers. Adjusting control valves. Repair and maintenance.
		Showers	Shower compartments; built-up, prefabricated, multiple types. Relevant codes. Installing prefabricated compartments. Forming, installing pans for built-up types. Shower drains, strainers. Sizing and locating traps. Supply fittings; combination, single, remote control. Roughing in dimensions. Sizing. Installation of exposed and concealed systems. Automatic tempering devices. Therapeutical uses. Test spouts. Adjustable heads; hard water effects. Shower repair and maintenance.
		Sinks	Single and multiple compartment, combined sink and drainboard. Relevant codes. Materials, finishes. Installation of counter top, wall hung, freestanding, cabinet types. Tail pieces, strainers, traps, faucets (single loose flange, combination, single handle control, preset temperature control). Supply fittings, spray hose, aerator, control valves. Repair and maintenance.
		Laundry Tubs	Single outlet, two and three compartment types. Construction materials; handling. Roughing in dimensions. Relevant codes. Installing tubs, supply, strainers, traps, waste and vent.
		Urinals	Wall hung, stall, pedestal, trough, integral trap types. Syphon storage tanks, flush valves, self closing stops. Roughing in dimensions. Relevant codes. Locating, installing, adjusting urinals, flushing devices, strainers. Connecting to wall outlet (exposed and integral traps), floor outlet, waste and supply. Provisions of cleanouts. Repair and maintenance.
		Drinking Fountains	Wall hung, built-in recess, pedestal, basin attachment, electrically cooled, other types. Roughing in dimensions. Relevant codes. Mounting, connecting to supply and waste (integral and exposed traps). Adjusting flow control valves. Fountain repair and maintenance.
15	Fixture and Equipment Installation and Servicing (Water Conditioning Equipment)	Water Conditioners (Softeners)	Capacity factors. Conditioning agents. Hardness tests. Installing, connecting to supply, fixtures. Bypass loop and valves (internal, supply line); manual and automatic. Alarm meter. Regenerating by; direct salting, brine tank system.
		(Filters—Private Systems)	Types, characteristics: filtration principles. Water tests. Locating, installing. Preventing filter bed channelling. Servicing procedures.
		(Chlorinators—Private Systems)	Individual, combined filter chlorinators. Water tests. Chlorination principles. Installation methods. Adjusting chlorinating solution feed rate.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
16	Fixture and Equipment Installation and Servicing (Equipment and Appliances)	Dishwashers and Laundry Washing Machines	Domestic, commercial, institutional dishwashers; electric, hydraulic types. Gyrator, drum laundry washing machines. Relevant plumbing, electrical codes. Installation, levelling; use of vibration shock absorbers.
		Domestic Garbage Disposal Units	Types, characteristics. Relevant plumbing, electrical codes. Effect of raw wastes on sewage systems. Installation; connecting to waste, sink outlet, power source. Servicing and repair.
		Hot Water Storage Tanks	Direct, indirect heater; electric, gas, oil integral heating units. Relevant electrical, plumbing, gas or oil burner codes. Cathode rod, tank linings, insulation. Locating, installing tanks, drain valve, pressure and temperature relief valves. Preventing syphonage, airlocks. Installing check valve on hot water supply. Dip tubes. Avoiding overheating tanks. Vent flue for self-contained oil and gas heated tanks. Inspection, maintenance.
		Swimming Pools	Deck level gutter types. Recirculating systems. Relevant codes. Installation of vacuum fittings, cleaning equipment, skimmer fittings, baffles, inlet fittings, main drain, deck drains, sight glass, recirculating and filtered lines, balancing tank.
		(Filters)	Back wash, cartridge, combined filter chlorinator types. Location, capacities. Relevant codes. Installing and servicing filters.
		(Recirculating Pumps)	Characteristics, location: calculating size, capacity. Available voltage. Strainer types. Installing, levelling pumps.
		(Heating Units)	Oil, gas, electric, other pool heaters. Relevant plumbing, electrical, oil, gas burner codes. Sizing, installation, controls.
		Ornamental Pools and Aquariums	Characteristics of installations. Relevant codes.
		Commercial and Institutional Equipment	Characteristics of kitchen equipment; potato peelers, coffee urns, refrigerators, water dispensers and coolers, steam kettles and tables, bain maries. Hospital, laboratory equipment; service sinks, flushing rim sinks, laboratory tables, elongated toilet bowls (bed pan hose, spray attachments), sterilizing equipment, anaesthetic gas lines, oxygen lines and equipment, suction lines, water, compressed air lines, physiotherapy equipment. Size, location, installation. Control valves, supply piping, waste and traps for primary and secondary waste traps, waste cleanouts, grease interceptors. Equipment and fixture maintenance.

R.R.O. 1980, Reg. 52, Sched. 1.

Schedule 2**PLUMBER****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	Trade Tools and Procedures (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . The <i>Ontario Water Resources Act</i> (Regulation 736 of Revised Regulations of Ontario, 1980). Care and use of hand and power tools and equipment, measuring devices. Joining pipe, tubing, fittings by; soft and hard soldering, brazing, welding, caulking; pipe cutting, reaming, threading; flanged fittings, compression fittings, lead burning, wiping joints, cementing joints, non-metallic plastic joints. Bending and forming pipe and tubing, bar stock, lead sheet.
2	Trade Tools and Procedures Pipe, Tubing and Fittings (Installation)	Selection and Installation	Familiarization with relevant codes, regulations and specifications. Selection and installation of pipe, tubing, threaded pipe, valves, pipe hangers and fasteners. Support layout, spacing, grade for above or underground installations according to pipe, soil and building requirements.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
3	Roughing In (Drainwork)	Sewers and Drains	Familiarization with relevant codes, regulations, specifications. Establishing invert elevations, locating, setting, levelling. Installing building sewers, traps, floor drains. Connecting rain-water leaders, area drains, subsoil drainage tile to building drains. Installing oil and gasoline interceptors, sewage pumps, backwater valves. Connecting blow-off tanks to building drains. Municipal sewage systems; familiarization with types and characteristics, grading, construction, design, pipe materials, sewage treatment and disposal methods. Connecting building sewers to public sewers. Rural sewage systems; familiarization with types and characteristics, septic process, disposal bed systems, components. Leaching systems. Construction and installation of septic tanks, disposal beds. Testing, repair and maintenance of sewers, drains, sewage systems.
4	Roughing In (Stacks, Wastes and Vents)	Stacks, Wastes and Vents	Familiarization with relevant codes, regulations, specifications. Laying out, installing sleeves and inserts, stack footings, soil and waste stacks, terminal flashings. Installing horizontal branches, fixture wastes and traps, grease traps, chair carriers. Installing venting systems. Installing rainwater leaders. Testing, repair and maintenance of stacks, wastes, vents.
5	Roughing In (Water Supply Systems)	General	Familiarization with relevant codes, regulations, specifications. Making service connections to municipal water mains. Installing and testing water meters. Installing cold water supply piping and domestic hot water supply piping systems. Rural supply systems; familiarization with supply sources, well types, pump types, storage tanks, power sources. Installing rural supply systems. Fire line systems; installing fire protection lines. Installing ring mains for exterior fire protection. Testing, repair and maintenance of water supply systems.
6	Roughing In (Process Supply Systems)	Special Water Systems	Familiarization with relevant codes, regulations, specifications. Installing chilled water and distilled water systems, nonpotable water systems, lawn irrigation systems. Installing special fluid process piping systems. Testing, repair and maintenance of special water systems.
7	Fixture and Equipment Installation and Servicing (Basic Fittings)	Supply, Fittings, Valves, Piping, Wastes and Traps	Familiarization with relevant codes, regulations and specifications. Installing supply fittings, control valves, automatic flush valves. Repairing or replacing water supply fittings, valves, supply piping. Installing waste fittings, strainers, plug outlets, fixture and equipment traps. Clearing stoppage, replacing wastes and traps.
8	Fixture and Equipment Installation and Servicing (Fixtures)	Fixtures and Equipment	Familiarization with relevant codes, regulations, specifications. Installing bathtubs, washbasins, water-closet combinations, bidets, showers, sinks, laundry tubs, urinals. Installing drinking fountains. Maintenance, repair and replacement of fixtures and equipment.
9	Fixture and Equipment Installation and Servicing (Water Conditioning Equipment)	Water Conditioners	Familiarization with relevant codes, regulations, specifications. Installing water softeners. Installing filters and chlorinators in private water systems. Testing, repair and maintenance of water conditioning systems.
10	Fixture and Equipment Installation and Servicing (Equipment and Appliances)	Domestic, Commercial, Institutional, Hospital and Laboratory Equipment	Familiarization with relevant codes, regulations, specifications. Installing dishwashers, laundry washing machines, domestic garbage disposal units, hot water storage tanks. Installing piping systems, filters, recirculating pumps, heating units for swimming pools. Installing supply, recirculating, waste systems for ornamental pools, aquariums. Installing and servicing commercial and institutional kitchen equipment; potato peelers, coffee urns, refrigerators, water dispensers and coolers, steam kettles and tables, bain maries. Installing and servicing hospital, laboratory equipment; service sinks, flushing rim sinks, laboratory tables, elongated toilet bowls (bed pan hose, spray attachments), sterilizing equipment, anaesthetic gas lines, oxygen lines and equipment, suction lines, water, compressed air lines, physiotherapy equipment.

REGULATION 1074**PRINTER****1. In this Regulation,**

"certified trade" means the trade of printer;

"training profile" means the training curriculum approved by the Director for the various branches of the certified trade, including the units of study required for in-school and work experience training. R.R.O. 1980, Reg. 53, s. 1.

2. The trade of printer is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 53, s. 2.

3. The certified trade is composed of eight branches as follows:

1. Branch 1, letter press (job shop).
2. Branch 2, lithography (job shop).
3. Branch 3, offset pressman (plant).
4. Branch 4, linotype operator.
5. Branch 5, compositor.
6. Branch 6, pressman, letter press.
7. Branch 7, compositor, phototypesetting.
8. Branch 8, compositor and camera technician. R.R.O. 1980, Reg. 53, s. 3.

4. An apprentice training program is established for the various branches of the certified trade and shall consist of the number of periods of related training and work experience referred to in section 5,

- (a) in the units of study contained in the training profile or in a program that in the opinion of the Director is equivalent thereto at a location approved by the Director; and
- (b) in work experience training provided by the employer of the apprentice in the units of study contained in the training profile. R.R.O. 1980, Reg. 53, s. 4.

5. An apprentice in the certified trade shall,

- (a) for Branch 1, 2, 3, 4, 5, 6 or 7, complete four periods of 2,000 hours per period of related training and work experience in the subjects contained in the training profile for such branch, as the case may be; and
- (b) for Branch 8, complete five periods of 2,200 hours per period of related training and work experience in the subjects contained in the training profile for such branch. R.R.O. 1980, Reg. 53, s. 5.

6. Despite clause 3 (a) of Regulation 1055 of Revised Regulations of Ontario, 1990, the Director may permit a person to become an apprentice in the certified trade where the person has less than Grade 10 standing. R.R.O. 1980, Reg. 53, s. 6.

7. The rate of wages for an apprentice in the certified trade when not attending a training program at a location approved by the Director, shall not be less than the minimum rate of wages prescribed by the regulations under the *Employment Standards Act* for employees in the particular branch of the certified trade, as the case may be, plus a minimum of 20 per cent for each period of related training and work experience completed by the apprentice. R.R.O. 1980, Reg. 53, s. 7.

8. The Director may from time to time determine the ratio of apprentices to journeymen who may be employed by an employer in the branch of the certified trade. R.R.O. 1980, Reg. 53, s. 8.

9.—(1) Section 9 and subsection 10 (2) of the Act do not apply to a person who works in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 53, s. 9.

10. A certificate of qualification in a branch of the certified trade is not required to be renewed. R.R.O. 1980, Reg. 53, s. 10.

REGULATION 1075**RADIO AND TELEVISION SERVICE TECHNICIAN****1. In this Regulation,**

"certified trade" means the trade of radio and television service technician;

"radio and television service technician" means a person who,

- (a) installs, adjusts and repairs radio and television receivers and other domestic electronic equipment,
- (b) makes adjustments to obtain desired density, linearity, focus, colour and size of television pictures,
- (c) isolates and detects defects by the use of schematic diagrams, voltmeters, generators, oscilloscopes and other electronic testing instruments,
- (d) tests and changes tubes and other components,
- (e) repairs loose connections and repairs or replaces defective parts by the use of hand tools and soldering irons, and understands electronic theory and shop techniques,

but does not include a person who is,

- (f) engaged in the manufacture of radio, television, amplifier or other related electronic equipment,
- (g) employed in the repair and maintenance of radio, television, amplifier or other related electronic equipment in an industrial plant, or
- (h) engaged in the wiring of radio, television, amplifier or other related electronic equipment to an external power source. R.R.O. 1980, Reg. 54, s. 1.

2. The trade of radio and television service technician is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 54, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours for each period,

- (a) at full time educational day classes provided at a college of applied arts and technology in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 54, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 54, s. 4.

5. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period; and
- (d) 80 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 54, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every two journeymen employed by that employer in the trade and with whom the apprentice is working; and

- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional two journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 54, s. 6.

7. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time that he or she spends in related training and work experience and the apprentice shall be responsible for the safekeeping of his or her progress record book. R.R.O. 1980, Reg. 54, s. 7.

8.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 54, s. 8.

9. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 54, s. 9.

Schedule 1

RADIO AND TELEVISION SERVICE TECHNICIAN

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Fractions, decimals, square root. Graphs, co-ordinates. Powers, indices. Equations; types, applications. Trigonometry; right angles and vector relationships. Slide rule types and usage. Decibel calculations.
2	Science	Physics	Electricity; static and dynamic. Electron Theory; electromotive force, ionization. Electricity in motion. Ohm's Law. Electro-chemical energy. Conductors, semi-conductors and insulators. Electrical measurement units. Light; principles, wave motion. Sound; units of measurement. Magnetism; principles and application. Electro-magnetic induction. Hysteresis electro-magnets.
3	English	Usage and Business Communication	Trade terminology and usage. Sentence and paragraph structure. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals, exploded drawings and parts lists.
4	Electronic Drafting	Interpretation	International and Mil-Spec. symbols; circuits, cableforms, wire harnesses, fastening and locking devices Chassis and panel layout. Printed circuits; materials and finishes. Schematics and circuit tracing, color codes.
5	General Shop Practice	Safety	Safety rules and safe operating procedures. First Aid. Fire prevention; use and maintenance of Fire Fighting Equipment. High Voltage Hazards; bleeding-off procedures, use of non-conductive matting, isolation transformers. X-ray emission. Picture tube handling; implosion hazards. Cleaning solvent use; toxic fume hazard. Correct lifting methods. Good housekeeping.
		Hand Tools	Care and use of: screwdrivers, pliers, sockets, files. Electric soldering irons and guns. Wire forming and connections, soldering and de-soldering components. Use of heat sinks, resin cored solders. Insulating.
		Power Tools	Care and use of: portable electric drills, bench grinders. Drilling. Grinding screwdrivers and drill bits.
		Test Equipment	Types, care and use of: voltmeters, ammeters, ohmmeters, bridges, field strength meters, volume unit-meters, distortion meters. Signal generators; calibration requirements. Oscilloscopes; operation, uses and servicing.
6	Basic Electricity	Direct Current	Series circuits; total resistance, current flow, voltage drops. Parallel circuits; total resistance branch currents, total current. Series-parallel circuits; total resistance simplification of series-parallel combinations, voltage drops, current. Short circuits or open circuits; effects on total resistance, currents, voltage drops, fuses, locating defects. Multiple and submultiple of electrical units; conversion. Miscellaneous components; switches, pilot lamps, hardware.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(a) Resistors	Types and construction; NTC, PTC and VDR. Power and energy in resistors; total in circuit, internal resistance of voltage sources. Voltage divider networks; Kirchhoff's Laws, design of dividers.
		(b) DC Measuring Instruments	Moving coil meter; characteristics, sensitivity, ammeter shunts, voltmeters and multipliers, ohmmeters, meggers.
		(c) DC Motors	Characteristics; armature, field magnets, commutator, brushes. DC generators.
		Alternating Current	AC Principles; induced voltage and current, motor action, generation of AC Sine waves. AC Voltage oscilloscope patterns; amplitude, frequency, period, wavelength, RMS, average and peak to peak values. Non-sinusoidal waves.
		(a) Inductance	Definitions; Lenz's Law, series and parallel inductance, coefficient of coupling, mutual inductance.
		(b) Inductive Reactance	Phase angles, series LR Circuits, Parallel circuits, vector analysis, impedance, formulae, LR time constant.
		(c) Transformers	Ratios, efficiency, Z matching, isolation, cores, wire, windings.
		(d) Capacitance Electro-Statics	Capacitor types, characteristics and construction; voltage ratings, colour codes, series and parallel capacitors, AC voltage dividers. Capacitor testing procedures.
		(e) Capacitive Reactance	Phase angles, series CR Circuits, parallel CR circuits, vector analysis, impedance, formulae, CR time constant.
		(f) Resonance	Series LCR circuits, cancellation of reactances, voltage magnification, parallel LCR Circuits; cancellation of currents, impedance magnification, formula for resonance, RF tuning, Q, Band width, response curves, harmonics.
		(g) Filters	Low pass, High pass, Bandpass, Bandstop, magnetic shielding, RF component losses.
		(h) AC Power	Real power, apparent power, power factor.
7	Basic Electronics	Vacuum Tube Fundamentals	Vacuum tube structure. Tube numbering, Basing, ratings. Types of emission, space charge. Diodes; rectification and detection. Triode characteristics. Plate resistance. Transconductance. Amplification factor. Triode amplifier, stage gain. DC and AC amplifiers. Interelectrode capacitance. Characteristics of Tetrode, Beam Power Tube and Pentode. Power Pentode. Variable-mu Pentode. Multi-unit tubes; Compactrons, Tube defects and testing procedures. Use of Tube Manuals.
		Vacuum Tube Amplification & Amplifiers	Audio amplification. Coupling methods. Classes of operation. Bias methods. Load lines. Voltage and Power Amplification. Phase relationships. Single-ended and push-pull amplifier circuits. Phase inverters. Distortion types and causes. Frequency response; methods of improving high and low frequency response in voltage amplifiers. Feedback networks. Undistorted power output; power sensitivity, decibels. Cathode follower. Resistance and voltage analysis of audio amplifiers.
		Power Supplies	Vacuum tube power supplies. Power supply requirements. Transformer type half-wave and full-wave. Transformer-less half-wave. Voltage doublers. Bridge rectifiers. Filter circuits and decoupling networks. Selenium and Silicon Rectifiers. Transients and PIV. Bleeders, Voltage Dividers. Gas-type voltage regulators. Circuit breakers. Power supply servicing procedures.
		Vacuum Tube Oscillators	Oscillation requirements. Regenerative Feedback Principle of Operation. Sine-wave types; Armstrong, Hartley, Colpitts, RC phase shift, crystal controlled, electron-coupled, tuned-plate-tuned-grid. Non-sine-wave types; plate-coupled multi-vibrator, cathode coupled multi-vibrator, blocking oscillator. Operation and frequency checking procedures. Servicing tests.
8	Semi-Conductors	Atomic Structure	Valence. P-type, N-type. Holes. Diffusion and drift. Silicon and Germanium types.
		PN Diodes	Diode junction. Potential hill or barrier. Majority and minority charge carriers. Junction biasing. Leakage current. Front-to-back resistance ratio. Characteristic diode curve. Avalanche or Zener breakdown. Zener diodes; theory and practical applications. Diode capacitance; applications and disadvantages. Tunnel diodes.
		Junction Transistors	PNP and NPN types; construction, transistor action. Majority and minority carriers. Transistor bases and basing diagrams. Tube and transistor comparison. Current gain, Alpha, Beta. Alpha and Beta cut-off frequency.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Field Effect Transistors	Channel source, gate, drain. Input impedance. Direction of current flow. Pinch effect. Frequency response. IGFET (MOSFET). Special handling precautions.
		Transistor Amplifiers	Configurations; common emitter, common base, common collector. Amplifier operation and characteristics. Transistor biasing methods and stabilization. Transistor characteristic curves. Plotting load lines to predict amplifier performance.
		Coupling Methods	Cascade amplifiers. Impedance matching considerations. Transformer-coupling. RC coupling. Impedance-coupling. Direct-coupling. Volume control considerations. De-coupling circuits—RC filters. Frequency response of amplifiers.
		Power Amplifiers	Single-ended and push-pull audio output stages. Complementary symmetry. Drivers and phase inverters. Class A, AB and B operation. Negative feedback. Transformerless output circuits.
		Power Supply	Comparison of vacuum tube and transistorized types. Zener diodes.
		Transistor Oscillators	Feedback and impedance matching considerations. Types of oscillators.
		Specialized Semi-Conductors	Unijunction transistor. Silicon controlled rectifier. Surge and transient suppressors. Switching transistor circuits.
		Semi-conductor Data	Interpretation of manufacturers' specification sheets and tabulated data. Rating of typical low-signal and power transistors. Operating at high temperatures. Clarification of parameters. Transistor defects and testing.
		Integrated Circuits	Construction. IC amplifiers. External connections. Testing procedures.
9	Radio, High-fidelity and Sound Systems	AM Radio Transmission and Reception Principles	Closed oscillatory circuit. Open oscillatory circuit. Simple antennas, radio waves. RF carriers. Amplitude modulation. Simple Transmitters. Simple receivers. Demodulation. Crystal receiver. Regenerative receiver. TRF receiver. Sensitivity and selectivity.
		Heterodyning	Disadvantage of TRF receivers. Non-linear characteristics of the amplifier. Frequency conversion, intermediate frequency.
		Frequency Converters	Simple converter stage, using separate local oscillator. Pentagrid converters. Conversion Transconductance. Harmonic mixers. Superheterodyne receiver block diagram.
		Intermediate Frequency	IF stages, bandpass filter, double-tuned IF stages. Selectivity, gain vs. bandwidth, loose coupling, over coupling. Frequency response curves, AM side-band theory. Disadvantages of superheterodyne; spurious responses. Choice of IF frequencies.
			Pentode IF amp. stage, application of AVC remote cut-off Pentode. IF transformer types, construction and shielding.
		Detectors	Operation and characteristics of the tube diode. Triode detector; plate, grid leak, regenerative types. Crystal detector characteristics. Detector load and output polarity. Detector servicing techniques.
		Automatic Volume Control	Simple, delayed and filtering types. Application to tubes. AVC circuit, DAVC tuning indicators.
		Audio Frequency Stages	Volume control, tone control. AF driver stage. Power output stage. Speakers.
		Practical Tube Receiver Circuits	AC radios. AC-battery portables. Automobile. Short Wave.
		Practical Transistor Receiver Circuits	RF and IF coupling methods. RF amplifier circuits. Converter circuits; separate oscillator and mixer, autodyne converter. IF amplifiers and AGC. AGC modes. Detectors. Reflex amplifiers, audiocircuitry. Schematics of complete receivers. Transistor radio troubleshooting procedures; test instruments, techniques, precautions. AM/FM receivers. Automobile receivers. Techniques for replacing components and repairing printed circuit boards.
		Alignment of Tube and Transistor Receivers	Purpose of IF alignment; "Miller" effect. Alignment procedures; equipment used and connection methods. Tracking, trimming, padding, rocking the gang capacitor. Mixer and RF stage alignment; permeability tuned receivers. Alignment techniques. Sweep alignment of broad band stages.
		Propagation	Radio wave, wave energy, wave polarization. Modes of propagation; ionosphere, ground wave, sky wave.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		FM Transmission and Reception Principles	Modulation in general. FM modulation by capacitive microphone. Side bands in FM modulation index. Deviation ratio. Center Frequency, frequency deviation. Frequency swing, percentage modulation. Effect of loudness, effect of AF frequency. Reactance tube modulator. Frequency multipliers.
		Antennas	Long wire or Marconi antenna, resonant or Hertzian type. Half-wave dipole antenna, standing waves, loop, node. Electrical length, directivity, gain, front-to-back ratio. Folded dipole antenna, director, reflector types.
		Transmission Lines	Characteristic impedances; open wire, 300 OHM lead, co-axial cable, line termination. Source, load, impedance matching, energy transfer. Standing wave ratio, reflections. Propagation velocity factor. Attenuation, losses. Matching stubs. BALUN.
		FM Receivers	FM Detectors. Slope detection. Discriminator. Ratio detector. Gated beam detectors. AM limiting. Pre-emphasis; de-emphasis. Front ends and intermediate frequency. FM stereo principles and AFC.
		High Fidelity Sound Systems and Record Changers	Aural response; high-fidelity system requirements. Transducers, microphones, speakers, pick-up cartridges, changer mechanisms. Loudness, bass, treble, stereophonic effect, speaker enclosures. High-fidelity amplifier circuitry.
		Public Address Sound Systems	Intercoms, 25 and 70 volt lines. Acoustics and audio power. P.A. speakers.
		Tape Recorders	Drive mechanisms. Magnetic tape and tape heads; reel-to-reel, cassette and cartridge types. Bias oscillators. Switching; schematic interpretation.
		Trouble Shooting	Procedures, techniques and test equipment for radio, high-fidelity and sound systems.
10	Black and White Television	The Television System	Picture elements. Transmitting and receiving the picture. Scanning. Motion Pictures. Frame and field frequencies. Vertical and horizontal scanning frequencies. Synchronization. Picture qualities. Television channels. The Associated FM Sound Signal. Standards of transmission. Television channel frequencies. DOT frequency allocations. Principal world television systems. Television broadcasting development.
		Camera Tubes	Photo-emission principles. Flying spot camera. Camera tube types. Image orthicon. Vidicon. Plumbicon. Closed-circuit television.
		Scanning and Synchronizing	Sawtooth waveform for linear scanning. Standard scanning pattern. Flicker. Raster distortions. Synchronizing pulses.
		Composite Video Signal	Construction. Picture information and video signal. Video frequencies and picture information. Maximum number of picture elements. Test patterns. DC components of the video signal.
		Picture Carrier Signal	Negative transmission. Vestigial-side-band transmission. The television channel. Line-of-sight transmission (UHF and VHF). Television broadcasting.
		Television Receivers	Receiver circuits. Sound take-off circuits. Receiver circuits and functions; operating controls. Vacuum tubes. Semi-conductors. Printed circuits. Block diagram. Localizing troubles to a receiver section. Multiple troubles.
		Antennas and Transmission Lines	Resonant length of antenna. Definition of antenna terminology. Ghosts. Straight, folded and broadband dipoles. Long-wire antennas, parasitic arrays. Multiband antennas. Rotators. Closed circuit wiring. Multi-set coupling. UHF/VHF coupling.
		Power Supplies	Full-wave rectifiers. DC voltage polarities. Heater circuits. Voltage doublers. Transformerless low voltage power supply. Stacked B + circuits. Rectifier ratings. High voltage power supplies and safety precautions. High voltage troubles. Low voltage supply troubles. Hum.
		The RF Tuner	Operation. The RF amplifier stage and circuits. Mixer stage. Local oscillator. AFT vari-cap diode. RF alignment. Conversion methods for UHF channels. RF tuner circuit types. UHF tuner circuit. Vari-cap tuners. Receiver noise. Cleaning.
		Picture IF Amplifier	Picture IF response. IF amplification. Double and single-tuned IF amplifiers. Stagger-tuned stages. Wave traps. Picture IF alignment. Picture IF amplifier circuits; related malfunctions.
		Video Detector	Detection. Detector polarity. Video detector load resistance and filter. Detector diodes. Peaking circuits. Composite video signal functions. Detecting the 4.5 Mc intercarrier beat. Detector output voltage measurement.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Video Amplification	Video signal and picture reproduction. Video signal polarity and amplification. Manual contrast control. Video frequencies; frequency and phase distortion. Video amplifier frequency response. Video amplifier circuit. Video signal hum.
		Picture Tubes, Brightness Control and DC Restoration	Deflection, focusing and centering. The luminescent screen. Picture tube types. The electron beam; focusing technique. Electro-static and magnetic deflection. Picture tube precautions and troubles. Brightness control. Video signal DC component and average value. DC insertion. Grid-leak bias clamping action. Diode clamping circuit.
		Automatic Gain Control	AGC circuit requirements and bias controls gain. AGC circuits for picture signal; advantages. Keyed AGC circuit. AGC level adjustment and troubles. AGC bias for transistor amplifiers.
		Sync. Separation	Picture vertical and horizontal synchronization. Separation of Sync. from video signal. Vertical sync. integration. Sync. noise. Sync. separator circuits. Sync. and blanking bars on kinescope screen. Sync. troubles.
		Deflection Oscillators	Sawtooth deflection wave form. Producing sawtooth voltage. Blocking oscillator and discharge tube. Blocking oscillator circuit analysis. Deflection generators with blocking oscillator and discharge tube. Deflection oscillator control. Blocking oscillator synchronization. Multivibrators: plate-coupled and cathode-coupled types, sawtooth generator, synchronization. Trapezoidal voltage waveshape. Incorrect oscillator frequency.
		Horizontal AFC Circuits	AFC requirements. Push-pull Sync. discriminator. Multivibrator circuit controlled by sync. discriminator. Single-ended sync. discriminator. DC-control tube (synchro-guide). Sine-wave oscillator with reactance tube (synchro-lock). Hold-in and pull-in ranges. Filtering the DC control voltage. Phasing between horizontal blanking and flyback. Anti-hunt network.
		Vertical Deflection Circuits	Triode vertical output stage, transformers and vertical linearity. Internal vertical blanking. Vertical deflection circuit with blocking oscillator. Combined vertical oscillator and output circuit. Vertical deflection troubles.
		Horizontal Deflection Circuits	Circuit function. Horizontal amplifier circuit. Horizontal output circuit damping. Horizontal scanning and damping. Boosted B + voltage and high voltage. Horizontal deflection controls and yokes. Horizontal output transformers. Horizontal output circuit analysis. Typical horizontal deflection circuit and troubles. VDR.
		FM Sound Signal	FM signal frequency changes and audio modulation. FM terminology. Reactance tube modulator. FM advantages and disadvantages. Pre-emphasis and de-emphasis. FM signal receiver requirements and slope detection. Triple-tuned and center-tuned discriminators. Limiter. Ratio detector. Quadrature-grid FM detector. Complete sound IF circuit and alignment. Inter-carrier sound and buzz.
		Remote Control Systems	Types, operation and adjustments.
		Receiver Servicing	Adjustments and cleaning procedures. Types of ghosts. RF interference. Picture external noise interference and sound; localizing hum troubles. Testing Scanning Linearity with Bar Patterns. Signal injection. Localizing receiver troubles and intermittent faults. DC voltage and oscilloscope measurements. Alignment procedures.
11	Color Television	Colorimetry	Color, visible spectrum, wave length. Separation of colors by prism; white light. Primary colors, complementary colors. Separation of colors by reflection and by projection method. Additive and subtractive filters. Combining colors, recombination by additive method. Luminance, chrominance, hue and saturation. Deficiencies of human color vision.
		Color Transmission	Compatibility. Characteristics of the NTSC (National Television System Committee) signal. Transmitter and receiver block diagrams. Matrixing. Y, I and Q signals. Delay lines. Multiplexing—balanced modulator. Color sub-carrier and sidebands. Color burst synchronization. Video frequency interleaving. Cancellation interlace. Phase relations in color transmission. Vectors and vector diagrams.
		Antenna Systems	Antenna band width, gain, linearity, response and impedance match of system.
		Color Picture Tubes	Tri-Gun and In-Line types. Gun assembly construction. Phosphordot face plate. Shadow mask. Beam positioning magnets. Purity coil or magnet. Lateral blue magnet. Deflection yoke. Convergence coils. De-gaussing.
		(Adjustments)	Purity. Static and dynamic convergence. Gray scale tracking.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Y Channel Circuitry Color Processing Stages Retrace Blanking Horizontal Output and High Voltage System Color Receiver Servicing	Delay line. Separate sound and video detectors. Sound traps. Bandpass amplifier circuit. ACC circuits. Color Killer, burst keyer and burst amplifier circuits. Horizontal blanking amplifier stage. Sub-carrier local oscillator and AFPC circuits. Reactance tube stage. Color demodulators; axis of demodulation. Color difference amplifiers. Vertical and horizontal circuits. High voltage. High voltage regulation and horizontal output adjustment. Boosted B + + . Focus. Horizontal efficiency coil. High voltage. Trouble-shooting procedures and techniques and test equipment. N.T.S.C. and keyed rainbow color bar generators. Operation, calibration, use of the bar-dot generator. Adjustment procedures for sweep regulation systems. X-Ray emission problems. Demodulator, chroma, chroma sync. and VIF alignment techniques. Diagnosing and correcting faults in the cathode ray tube, convergence and color circuitry.
12	Shop Management	Costing Public Relations	Elementary bookkeeping: average operation times, labour, parts and overhead costs. Use of pricing lists and manuals. Billing typical repair work. Proper conduct and business dealings in relation to employer, customers and co-workers. Punctuality.

R.R.O. 1980, Reg. 54, Sched. 1.

Schedule 2**RADIO AND TELEVISION SERVICE TECHNICIAN****Work Experience Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Care and use of trade related hand and power tools and test equipment, (as detailed in Schedule 1).
2	Basic Electricity	Fundamentals	Familiarization with series circuits, parallel circuits and series-parallel circuits. Kirchhoff's Laws. AC and DC characteristics. Inductance, capacitance, resistance. Transformers—fundamentals. Components—color coding—resistors, capacitors. Schematic diagrams—symbols.
3	Basic Electronics	Vacuum Tubes Semi-conductors	Familiarization with purpose, construction and types of vacuum tubes:—Diodes, Triodes, Tetrodes, Pentodes, multi-unit tubes. Thermionic emission-space charge. Plate resistance and load. Bias methods. Stage gain. Familiarization with types, advantages, characteristics and uses of semi-conductors. Bias. Circuit arrangement.
4	Radio, High-fidelity and Sound Systems	AM Receivers FM Receivers Record Players Tape Recorders	Familiarization with principles and characteristics. Percentage of modulation. Bandwidth and sidebands. Superheterodyne operation. RF pre-selectors. Mixers and converters. Tuner circuits. IF amplifiers. Automatic volume control. Tone controls. Testing, servicing and alignment of vacuum tube and transistorized receivers. Familiarization with principles and characteristics. Terms and definitions. Methods of producing FM. Frequency swing. Bandwidth and sidebands. Modulation index. Vacuum tube and transistorized monaural FM. Tuner circuits. Automatic frequency control. IF circuits. Limiter stage FM detectors. Tuning indicators. Stereo. Multiplex transmission. RF signal characteristics. Vacuum tube and transistorized multiplex converter or adaptor circuits. Testing, servicing and alignment of vacuum tube and transistorized FM receivers. Familiarization with monaural and stereo types. Turntables and changers. Pick-up cartridges. Load impedances. Equalization. Sizes and characteristics of styli. Stereo, preamplifiers and audio frequency amplifiers. Testing, servicing and alignment. Use of manuals. Familiarization with monaural and stereo reel-to-reel, cassette and cartridge types. Vacuum tube and transistorized types. 1, 2 and 4 track. Characteristics and speeds. Mechanical and electronic operation. Bias system. Testing, servicing and alignment. Use of manuals.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		P.A. Sound Systems	Familiarization with types and operation. Microphone types—characteristics. Audio frequency preamplifiers and amplifiers. Negative feed back. Speakers and multiple speaker systems. Crossover networks and impedance matching. Baffles and enclosures. Testing and servicing P.A. sound systems.
5	Black and White Television	Principles	Familiarization with image formation. Picture elements. Aspect ratio. Video signal structure. Scanning and synchronization. Raster formation. Line frame and field frequencies. Transmission-channel allocation—bandwidth. Carrier frequencies and sideband.
		Circuits and Components	Familiarization with characteristics of vacuum tube and transistorized receivers. Cathode ray tubes. Sync. separator circuits. Deflection generators. Automatic frequency control circuits. High voltage section. Video IF stages. Video detectors. Automatic gain control circuits. Video amplifiers. Audio take-off circuits. Audio IF amplifiers and limiters. FM detectors. Audio frequency output stages. Tuner circuits. Remote control systems. Transmission lines—characteristics. Matching networks. Signal boosters and amplifiers. Antenna systems and rotators. Low voltage power supplies. Testing, servicing and alignment of vacuum tube and transistorized Black and White television receivers and systems.
6	Color Television	Colorimetry	Familiarization with characteristics of color, hue, saturation and brightness. Additive color system characteristics. Deficiencies of human color vision.
		Color Transmission	Familiarization with characteristics of the NTSC (National Television System Committee) signal. Bandwidth. Basic color signal analysis (transmitter block diagram).
		Color Reception and Processing Stages	Familiarization with vector analysis of chroma signal for hue and saturation. Basic color signal analysis (receiver block diagram). Video intermediate frequency amplifiers and video amplifiers, including tube and solid state color TV delay. Automatic fine tuning and indicating circuits. Chroma amplifiers. Chroma bandpass. Burst amplifiers. Burst automatic frequency control and reactance tubes. Crystal oscillators. Variations in chroma sync. chains. Color killer. Horizontal output and high voltage system.
		Color Receiver Servicing	Trouble-shooting and use of test equipment; including NTSC and keyed rainbow color bar generators, bar-dot generators. Adjustment of sweep regulation systems and high voltage regulation; X-ray emission precautions. Servicing demodulator, chroma, chroma sync. circuits. VIF and chroma alignment. Diagnosing and correcting faults in the cathode ray tube circuitry.
		Picture Tube Adjustments	Purity, convergence, de-gaussing and gray-scale tracking adjustments.

R.R.O. 1980, Reg. 54, Sched. 2.

REGULATION 1076**REFRIGERATION AND AIR-CONDITIONING MECHANIC****1. In this Regulation,**

“certified trade” means the trade of refrigeration and air-conditioning mechanic;

“refrigeration and air-conditioning mechanic” means a person who,

- (a) lays out, assembles, installs, maintains in the field any cooling or heating-cooling combination system for residential, commercial or industrial purposes within the limitation of the *Energy Act*,
- (b) installs or connects piping for the purpose of conveying refrigerant of all types for either primary or secondary cooling,
- (c) overhauls or repairs any equipment used in a refrigeration or air-conditioning system, and

- (d) tests, adjusts, maintains all controls on refrigeration or air-conditioning systems including air-balancing,

but does not include a person who is engaged in the repair or installation of single-phase hermetically sealed domestic self-contained units with factory mass-produced systems precharged with refrigerant, or a person employed in production commonly known as mass production. R.R.O. 1980, Reg. 55, s. 1.

2. The trade of refrigeration and air-conditioning mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 55, s. 2.

3. An apprentice training program is established for the certified trade and consists of five periods of related training and work experience training of 1800 hours for each period,

- (a) at full time educational day classes provided at a college of applied arts and technology or in courses that in the opinion of the Director are equivalent thereto in the subjects contained in Schedule 1; and
- (b) in practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 55, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 55, s. 4.

5. The rate of wages for an apprentice in the certified trade, whether for the apprentice's regular daily hours of work or for hours of work in excess of the apprentice's regular daily hours of work shall not be less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen in that trade employed by the employer with whom the apprentice is working. R.R.O. 1980, Reg. 55, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each three journeymen in the trade employed by that employer;
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman in the trade employed

by the employer plus an additional apprentice for each additional three journeymen in the trade employed by that employer. R.R.O. 1980, Reg. 55, s. 6.

7. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) works in that trade for three months or less,

is exempt from subsection 10 (2) of the Act. R.R.O. 1980, Reg. 55, s. 7.

8. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time that the apprentice spends in related training and work experience and the apprentice shall be responsible for the safekeeping of that progress record book. R.R.O. 1980, Reg. 55, s. 8.

9. An applicant for a certificate of qualification in the certified trade shall submit to the Director evidence satisfactory to the Director of,

- (a) the applicant's successful completion of the apprenticeship training program described in section 3; or
- (b) the applicant's engagement in the certified trade as a journeyman for a period at least equivalent to the total number of hours of which the apprenticeship training program consists. R.R.O. 1980, Reg. 55, s. 9.

Schedule 1

REFRIGERATION AND AIR-CONDITIONING MECHANIC

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Whole numbers, fractions, mixed numbers, decimals. Linear, square and cubic measure. Area and volume calculations. Angles and degrees. Ratio and proportion. Weights and measures. Percentage and simple interest. Metric system and conversion methods. Algebra; fundamentals, linear equations, formulae, shop calculations. Slide rule use. Pipe capacities; cross sectional areas, ratio, fluid flow calculations. Estimating; units, trade unit, quantity calculations, costing principles. Inventory. Business operations; practices, payroll and wages calculations; insurance, taxes, Workers' Compensation, wage earner's lien.
2	English Communications	Printed, Written, and Oral Communication	Vocabulary of the trade. Reading comprehension; use of trade publications, dictionary, library. Sentence structure, grammar, punctuation, composition. Trade related letter, memoranda writing, completion of forms, reports, job descriptions, estimates, orders. Oral communication. Good listening principles.
3	Blueprint Reading	Introduction and Interpretation Elementary Drafting	Working drawings. Title block. Section views. Orthographic, isometric and multi-view projections. Auxiliary views. Aligned, revolved and auxiliary sections. Threads, fasteners. Dimensioning. Fits and tolerances. Surface finish. Standard architectural symbols. Schematics. Job Specifications, addendum. Tolerances. Reproduction process. Three-view drawing. Instrument use. Sections and material symbols. Dimensioning. Freehand sketching, schematics. Plan study of construction; materials, construction members, dimensioning methods, sections and details, schedules. Electrical drawings for commercial and industrial projects, electrical symbols. Schematic diagram for electric defrost system, single and multiple coil hook-up. Piping drawings; single line, double line, isometric. Pipe fabrication, piping and welding symbols. Preparation of elementary trade related working drawings, dimensioned sketches, piping systems, circuits, schematics, layouts, estimates.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
4	Safety	General	Safety rules and safe operating procedures. Protective clothing and equipment. First aid; refrigerant and electrical accidents, burns, artificial respiration. Ventilation. Fire prevention; types and use of extinguishers. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . <i>Electrical Safety Code</i> under the <i>Power Corporation Act</i> . Handling and storage of refrigerants and oils. Safe use of lifting and hoisting equipment, electrical tools and equipment, welding equipment. Powder actuated tools. Good housekeeping.
5	Trade Tools and Test Instruments	Hand Tools	Care and use of hammers and chisels, pliers, cutters and shears, drifts and punches. Files and reamers. Taps and dies, metal and wood saws, wrenches, drill bits (wood, metal, masonry), stud extractors, clamps and vises, pipe cutting, flaring and bending tools.
		Power Tools and Equipment	Use, care and storage of portable electric drills and hammers. Pipe cutting and threading machines. Grinders. Powder actuated stud guns. Jacks and hoists, cranes, slings, pulleys.
		Test Instruments	Use, care and storage of hydrometers, salometers, pressure and vacuum gauges, dry and wet bulb thermometers, electrical meters, stroboscope, stop watch. Fluid and gaseous flow meters. Leak detection devices; use of halide leak detectors, electronic leak detectors, soap test, litmus paper, sulphur stick.
		Measuring Tools	Care and use of rules, squares and protractors. Calipers and feeler gauges. Levels. Micrometers. Plumb bobs. Chalk lines.
6	Elements of Refrigeration	Refrigeration	Evolution. Definition and description. Applications for cooling, preserving. Trade terminology.
		Applied Physics	Heat (cold); kinds of heat, sensible, latent, fusion, vaporization, sublimation, specific, super heat. Kinetic theory of heat; heat effects of bodies, change of state, volume. Vaporization, condensation, fusion, solidification, sublimation. Saturated and superheated vapour. Temperature and pressure relationship. Temperature; indicating instruments, scales, scale conversion, thermometer types and installation. Heat transfer; flow laws, conduction, convection, radiation. Units of measurement; British Thermal Unit, ton of refrigeration, specific heat. Pressure; atmospheric and absolute, indicating instruments, pressure and vacuum gauges. Fluid flow; friction, velocity, cause of flow, total pressure, units of measure. Properties of matter; gravity, density, saturation. Chemical and physical properties of air and water. Elements of energy; kinds, work and horsepower, heat, molecular energy. Gas laws; Dalton's Law, Boyle's Law, Charles's Law. General Gas Law. Thermodynamic properties; pressure, temperature, volume, density, enthalpy, entropy.
		Basic Refrigeration Cycle	Open cycle; water canteen, refrigerant drum. Closed cycle; basic essentials—compressor, evaporator, condenser, metering device. Compression cycle; operation and schematics, system components, refrigerant cycle.
		Basic Automatic Cycle Controls	Control by thermostat (temperature), pressurestat (pressure), humidistat (moisture, humidity). Expansion in liquids, solids, vapours. Pressure drop across expansion valves, accessories.
		Multiple Systems	Parallel evaporators. Control methods. Parallel compressors. Piping methods.
7	Piping in Refrigeration Systems	Codes and Regulations	Refrigeration systems and building occupancy classifications. Requirements for institutional, public, residential and commercial installations. Refrigerant piping and pressure vessels, pressure relief devices, valves, fittings, thread lubricants and sealers.
		Piping Principles	Identification and application of piping types; iron, plastic, copper, brass, steel and related fittings.
		Pipe Work	Copper; cutting, flaring, swaging and bending procedures. Iron; cutting, threading, making of proper joints (coupled, flanged, welded). Plastic; cutting, joining. Steel; cutting, reaming, threading, bending, hanging.
		Hangers and Support	Installation of pipe hangers. Cutting and threading rod hangers. Installing hangers in concrete, steel and wood. Hanging pipe and tubing, riser supports. Common problems; causes, elimination. Making up piping and fittings for commercial hook-ups. Applicable codes and regulations.
		Insulations	Insulating materials; Types and methods of fitting. Insulating lines (liquid, suction).

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Piping Practices	Allowable velocities. Pressure drop. Oil return. Compressor protection. Sizing of suction lines, liquid lines, hot gas risers. Use of refrigerant piping charts. System design.
		Piping	Liquid, suction, hot gas discharge, condensate. Double risers, "P" traps. Multiple compressors, multiple evaporators, remote condensers. Primary and secondary systems. Refrigerant lines; high pressure, low pressure.
8	Refrigerants and Oils	Refrigerants	Requirements. Thermodynamic properties. Physical properties. Classification and types; primary, secondary. Operational procedures. Leak detection methods for different types. Testing for contamination of refrigerant. Refrigerant cylinder filling methods. Toxicity, flammability and explosive hazards. Number designation of refrigerants.
		Oils and Lubricants	Types. Characteristics. Properties and proper applications.
9	Compression Cycle	Vapour Compression Cycle	Definition and description. Various systems. Dense air. Vapour compression. Absorption system. Control methods.
		Systems	Low side and high side float systems. Capillary control. Direct expansion system; constant pressure, constant super heat. Principles of operation. Construction. Control and adjustment methods. Advantages and disadvantages. Applications.
		Condensing Units	Types. Applications. General installation data. Cascade systems.
		Hermetically Sealed Units	Description. Construction differences. Installation requirements. Applications.
10	Compressors	Basics	Principles and general operation. Function in the system. Compressor seals. Capacity. Piston displacement, volumetric efficiency, compression ratio. Power sources. Lubrication.
		Compressor Types	Common types and selection for type of refrigeration system application. Reciprocating; open, semi-hermetic, welded hermetic, vertical, V and W, for halocarbon or halogenated hydrocarbon and ammonia, double acting. 2 stage compressors and booster. Rotary; accessible, open and hermetic, domestic, ammonia. Centrifugal (halocarbon or halogenated hydrocarbon and ammonia). Screw type.
		Capacity Control	Control methods. Cylinder unloading. Hot-gas bypass. Multiple compressors. Solenoid valve control (hot-gas and evaporator). Vane and speed controls.
		Installation	Checking compressor and equipment received. Erection methods. Piping connections. Driver alignment and control connections.
		Absorption Machines	Types of absorption systems, function of generators, absorbers, condensers, evaporators. Installation methods. Care in handling.
		Maintenance	Procedures for replacing hermetic compressor. Replacing motor compressor system, valve plates, seals. Dis-assembly, inspection, overhaul and re-assembly of reciprocating and rotary compressors. Clean-up procedures (burn-out).
11	Condensers and Receivers	Condenser Types	Description, purpose and function in system. Applications. Air cooled, water cooled, combination, evaporation. Auxiliary. Shell and tube condenser receivers. Construction materials. Controls and safety devices; pressure, temperature and humidity. Relevant codes. Freeze protection.
		Components and Operation	Heat transfer. Piping and pumps. Cooling towers.
		Installation and Servicing	Space requirements. Methods of mounting and installing condensers and cooling towers. Piping connections. Servicing procedures. Start-up. Closedown. Cleaning, water treatment, draining, flushing. Winter operation.
12	Evaporators	Principles	Purpose and function in system. Air coolers (coils). Liquid coolers. Defrost systems.
		Design and Operation	Circuiting. Direct expansion coils. Humidity. Defrost methods; electrical, thermo bank, reversing valves. Multiple coils. Capacities, coil temperature control. Air circulation effects on product, humidity, capacity. Applications for beer, soda, water coolers.
		Evaporation (temperature difference)	Definition. Proper coil selection factors. Capacity and temperature difference relationship.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Installation	Evaporator selection and sizing factors. Valve selection. Space requirements. Mounting methods. Piping connections. Servicing procedures.
13	Metering Devices	Operating Principles and Types	Definition and theory, Importance to system. Hand operated, thermostatic and automatic expansion valves. Capillary tube. Low side float. High side float. Applications. Selection factors. Operation; pressures, control.
14	Evacuation	Principles	Reason for evacuation (air, moisture). Vacuum pump theory, inches of mercury, microns.
		Methods	Evacuation by air; single by vacuum pump, double by vacuum pump, heat. Evacuation of moisture; dehydration by vacuum pump and by desiccants.
15	Accessories	Types and Function	Characteristics and function in system. Dehydrators and desiccants. Liquid indicators. Suction line filters. Check, two-temperature and water regulating valves. Heat exchangers. Oil separators. Mufflers. Vibration eliminators. Accumulators. Head pressure control (low ambient conditions with roof-mounted air cooled condensers.)
16	Electrical Systems	Basic Theory	Current flow. Voltage. Resistance. Ohm's Law. Measurement and use of test equipment; voltmeter, ammeter, ohmmeter, wattmeter, test fuses. Magnetism and solenoids. E.M.F. AC and DC. Generators and motors (single and poly-phase). Transformer principle. Batteries. Electrical safety practices. Relevant codes and standards. Safe operating procedures.
		Controls and Components	Control circuitry; starter circuits, control circuits. Start and run capacitors, relays, magnetic starters, contactors. Circuit protective devices. Transformers. Low voltage control system. Control circuit testing. Motor types, testing and direction reversing procedures. Capacitor capacitance formula. Multiple capacitor connections.
		Wiring Diagrams	Interpretation of installation, label (or line) and schematic wiring diagrams and symbols.
		Installation	Procedures for installation, connecting and testing of electrical circuits, controls and components for commercial refrigeration systems. Trouble shooting electrical faults. Use of electrical and mechanical test instruments.
17	Controls and Control Circuitry	Fundamentals of Control	Purpose, function and types of control circuits and control devices in commercial refrigeration systems. Electric, pneumatic and electronic types. Primary and secondary categories. Control devices; controllers (thermostats, humidistats, pressure type switches). Controlled devices; automatic valves, valve operations, automatic dampers, damper operations, electrical heaters, meters, contactors, starters. Auxiliaries; transformers, relays, potentiometers, manual switches, clocks or timers. Components used in controls and circuits. Capacity and distribution control systems.
		Fundamentals of Measurement	Temperature; primary elements, heating, cooling. Relative humidity; humidistats or hygrometers, sensing elements, controlled devices.
18	Commercial Load Calculation	Heat Transmission (Sensible)	Conduction; walls, ceilings, floors. Time. Insulation type and thickness. External area. Temperature difference. Radiation; glass, other materials. Heat gains ("U" factor). Solar. Air change; inside volume, types of usage. Product. Miscellaneous factors; people, lights, motors, appliances (gas or electric).
		Load Estimation	Estimating methods and forms used. Selection and locating factors for; coolers, compressors, condensers and receivers, piping, controls and accessories. Chart use.
19	Installations and Start-up	Main Components	Installation procedures for self-contained units, compressors, condensers and receivers. Evaporators, tubing and piping, control devices and accessories. Fitting gauges and test instruments.
		Large Commercial Systems	Design considerations and major factors. Low temperature food warehouses (long term storage). High temperature, short term food storage. Chain store applications. Packaged equipment. Industrial applications for dairies, breweries, meat packing plants. Skating and curling rinks. Test facilities and special equipment. Pumping systems. Water chillers (reciprocating, centrifugal, absorption). Cooling towers. Defrost methods. Self-contained air conditioners. Heat pumps. Air handling units. Direct and indirect coolers.
		Initial Start-up	Evacuation, charging and purging procedures. Operational checks; leak test, charge, position valves, belts, oil, power source. Safe operating procedures, safety devices. Hazards and malfunctions.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
20	Service Problems	Trouble Shooting	Principles, procedures and techniques. Common component malfunctions and symptoms; condensers and receivers, evaporators, compressors, basic cycle controls, accessories, metering devices. Electrical systems; load and control circuits. Use of wiring diagrams, and design conditions.
		Inspection and Servicing	Systematic detection of malfunctions, identification and corrective repairs or adjustments. Personal and equipment safety protection. Periodic preventive maintenance inspections.
21	Welding (Oxyacetylene)	General	Welding terminology. Oxyacetylene equipment and processes. Hazards and safety precautions. Protective clothing and equipment. Welding and brazing rods, fluxes. Basic weld joints. Material cleaning and preparation. Weld and torch cutting faults. Weld testing procedures.
		Welding, Cutting, Brazing	Equipment handling, set-up and operation; regulated pressures, tip sizes, flame types, purpose and adjustment. Flat and horizontal position fusion and braze welding. Manual torch cutting. Use of brazing, brazing alloys, silver solder, and soft solder for making joints.
22	Air Conditioning	General Principles	Air and human comfort factors. Filters, fans, ducts, grilles, air balancing, types and layout of systems, noise levels. Effects of humidity, heating and cooling the air. Load analysis and calculation.
		Air Circulation	Return and outside air. Duct systems. Static pressure. Total pressure. Inches of water column. Ventilating systems; equipment required, location and applications.
		Air Cooling and Heating Systems	Description. Equipment required. Location. Means of cooling and heating. Types of air distribution. Controls required. Year-round systems; function, mechanical operation, psychrometric charts. Equipment. Controls. Trouble shooting and servicing.
		Air Cleaning Equipment	Filters; viscous and dry types. Filter bank installation, checking and cleaning procedures. Electrostatic air filters; component assembly, starting, operating, cleaning and maintenance procedures.
		Air Distribution	Checking duct system. Setting and adjustment of registers, grilles, venting dampers, supply air diffusers. Adjustment of direct discharge (package free-blow units), induction units and high velocity mixing boxes. Adjustment and balancing of air volume. Setting open and closed exhaust hoods. Room C.F.M. Air movement F.P.M. Humidifying and de-humidifying equipment; spray and wetted surface types, evaporators. Service requirements.
		Design Factors	Duct sizes for given total C.F.M. Duct system layout including fresh air. Register sizes and number per room. Air flow measurement. Dry expansion chillers; operation, selection, C.F.M., condenser water G.P.M., heat rejection factors. Window installations. Packaged equipment. Remote self-contained and central station equipment.
		Automatic Control Systems	Pneumatic, electric, electronic, fluidic types. Installation procedures.
23	Psychrometrics	Properties of Air	Relationship to air conditioning systems design and operation. Ventilation requirements. Evaporative cooling. Air mixture. Return air and outdoor air. Winter and summer air treatment passing through plenum.
		Calculations	Air and humidity calculations. Use of psychrometric charts, sling and aspirating psychrometers.
24	Air Handling and Distribution Equipment	Components	Fans and blowers. Filter devices. Humidification and de-humidification equipment. Diffusers, grilles, registers. Ductwork. Dampers. Fan coil units; types, features and limitations, controls.
		System Variations	Single and multi-zone units; all-air and air-water induction systems, central station apparatus, piping.
		Air System Balancing	Air flow balancing methods. Use of air measuring instruments. System adjustments and control.
		Maintenance	Maintenance cycles and procedures.
25	Air Conditioning Equipment	Selection Factors	Equipment types, domestic and commercial applications. Use of manufacturers charts. Packaged equipment. Heat pumps. Water chillers. Absorption equipment. Pumps; water, glycol, brines and ammonia types.

Schedule 2

REFRIGERATION AND AIR-CONDITIONING MECHANIC

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practices (As Detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Occupational Health and Safety Act</i> . The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . <i>Electrical Safety Code</i> under the <i>Power Corporation Act</i> . Care and use of hand and power tools and equipment, test instruments, measuring tools. Pipe work; cutting, reaming, threading, flaring, swaging and bending. Making and fitting joints. Welding, brazing, torch cutting and soldering.
2	Refrigeration Systems	General	Familiarization with basic refrigeration cycle, automatic cycle controls, multiple systems. Requirements for institutional, public, residential and commercial installations. Applicable codes and regulations.
		Pipe Work	Familiarization with piping types, practice and applications. Use of refrigerant piping charts. Sizing and installing piping and fittings for liquid, suction, hot gas discharge, condensate lines. Primary and secondary systems, high and low pressure refrigerant lines. Making up and installing pipe hangers, hanging pipe and tubing, insulating lines.
		Refrigerants, Oils and Lubricants	Familiarization with properties, types, classification and usage. Leak detection. Refrigerant contamination tests. Filling refrigerant cylinders. Hazards and safety precautions.
		Compressors	Familiarization with principles, types, general operation. Selection and installation of reciprocating, rotary, centrifugal, screw type compressors, 2 stage compressors and booster. Erection operations. Piping connections. Driver alignment and control connections. Installation of absorption equipment.
		(Maintenance)	Replacing hermetic compressor. Clean-up after burnout. Replacing motor compressor system, valve plates, seals. Dis-assembly, inspection, overhaul and re-assembly of reciprocating and rotary compressors. Lubrication.
		Condensers and Receivers	Familiarization with principles, types, function. Relevant codes. Mounting and installing condensers and cooling towers. Piping connections. Start-up and close-down operations. Servicing; cleaning, water treatment, draining, flushing. Winter operation.
		Evaporators	Familiarization with principles, types, and function; air coolers (coils), liquid coolers, defrost systems. Installation; evaporator selection and sizing, valve selection, mounting operations. Piping connections. Servicing.
		Metering Devices	Familiarization with operating principles and types. Selection and installation of hand operated, thermostatic and automatic expansion valves, capillary tubes, high and low side float.
		Accessories	Function and installation of de-hydrators and desiccants. Liquid indicators. Suction line filters. Check, two-temperature and water regulating valves. Mufflers. Heat exchangers, oil separators. Vibration eliminators. Accumulators.
		Electrical Systems	Familiarization with basic electrical theory. Safety practices and operating procedures. Relevant codes and standards. Installation, connecting and testing of electrical circuits, controls and components for commercial refrigeration systems. Use of wiring diagrams. Trouble shooting electrical faults.
		Controls and Circuitry	Familiarization with control fundamentals and measurement. Installation of control circuits, fluidic, electric, pneumatic and electronic, primary and secondary control and controlled devices. Capacity and distribution control systems. Trouble shooting controls and circuitry.
		Commercial Refrigeration Systems	Familiarization with heat transmission principles and factors. Commercial load calculations and estimates. Selection and location of coolers, compressors, condensers and receivers, piping, controls and accessories.
		(Installation)	Large commercial systems; low temperature food warehouses (long term storage), high temperature, short term food storage. Chain store applications. Packaged equipment. Industrial applications for dairies, breweries, meat packing plants. Skating and curling rinks. Pumping systems. Water chillers. Cooling towers. Defrost systems. Self-contained air conditioners. Heat pumps. Air handling units. Direct and indirect coolers. Multiplex systems.
		(Initial Start-up)	Safe operating procedures and safety devices. Fitting gauges and test instruments. Evacuation, charging and purging. Operational checks.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		(Trouble Shooting and Maintenance)	Systematic detection of malfunctions, identification and corrective repairs or adjustments. Periodic maintenance inspections.
3	Air Conditioning Systems	General	Familiarization with principles. Load analysis and calculation. Design factors for duct sizes, duct system layout, registers. Air flow measurement. Psychrometrics. Air and humidity calculations.
		Equipment Selection	Equipment types for domestic and commercial applications. Use of manufacturers charts. Packaged equipment. Heat pumps. Water chillers. Absorption equipment. Pumps; water, glycol, brines and ammonia types. Free cooling.
		Installation	Single and multi-zone units; all-air and air-water induction systems, piping. Window installations. Packaged equipment. Remote self-contained and central station equipment. Fans and blowers. Filter devices. Humidification and de-humidification equipment. Diffusers, grilles, registers. Ductwork. Dampers. Fan coil units. Pneumatic, electric and electronic, fluidic and automatic control systems. Air flow balancing. Use of air measuring instruments. System adjustments and control.
		Servicing	Trouble shooting. Servicing, repairs. Periodic maintenance inspections.

R.R.O. 1980, Reg. 55, Sched. 2.

REGULATION 1077**SHEET METAL WORKER****1. In this Regulation,**

“certified trade” means the trade of sheet metal worker;

“sheet metal worker” means a person who,

- (a) manufactures, fabricates, assembles, handles, erects, installs, dismantles, reconditions, adjusts, alters, repairs or services all ferrous and nonferrous sheet metal work of No. 10 U.S. Gauge or of any equivalent or lighter gauge and all other materials used in lieu thereof, and

- (b) reads and understands shop and field sketches used in fabrication and erection, including those taken from original architectural and engineering drawings or sketches,

but does not include a person employed in production commonly known as mass production. R.R.O. 1980, Reg. 57, s. 1.

2. The trade of sheet metal worker is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 57, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience training of 1,800 hours for each period,

- (a) in full time educational day courses provided at a college of applied arts and technology, or in courses that in the opinion of the Director, are equivalent thereto in the subjects contained in Schedule 1; and
- (b) in practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 57, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 57, s. 4.

5. The rate of wages for an apprentice in the certified trade, whether for regular daily hours of work or for hours of work in excess of regular daily hours of work, shall be not less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 57, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every four journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional four journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 57, s. 6.

7. A person is exempt from subsection 10 (2) of the Act if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) works in that trade for three months or less. R.R.O. 1980, Reg. 57, s. 7.

8. The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time that the apprentice spends in related training and work experience and shall be responsible for the safekeeping of the progress record book. R.R.O. 1980, Reg. 57, s. 8.

9. An applicant for a certificate of qualification in the certified trade shall submit to the Director evidence satisfactory to the Director of,

(a) the successful completion of the apprenticeship training program described in section 3; or

(b) his or her engagement in the certified trade as a journeyman in Ontario or elsewhere for a period at least equivalent to the total number of hours of which the apprenticeship training program consists. R.R.O. 1980, Reg. 57, s. 9.

Schedule 1

SHEET METAL WORKER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system; conversion methods. Weights and measures. Ratio and proportion. Percentage, discounts, simple interest. Areas, volumes, linear, perimeter, angular mensuration. Square root. Scale conversion. Algebra fundamentals: simple equations, formulae, shop calculations. Trigonometry; right angled and oblique triangles, formulae, shop calculations.
2	Science (Trade Related)	Physics	Air; properties, pressure, vacuum, pressure measurement; duct pressures, pressure variation effects on equipment. Water; physical and chemical properties, density, specific gravity, pressure at depth, capillarity. Heat; temperature scale, transmission, effects, measurement, specific heat of metals and air, heat capacity, humidity, expansion. Sound; transmission, acoustic insulation, decibel ratings. Properties of materials; tensile and compressive stress. Basic metallurgy; ferrous and non-ferrous metals, corrosion, electrolysis, electropotential series. Principle of machines; mechanical advantage, efficiency, work, energy and power. Fan motor horse-power requirements.
3	English	Usage and Business Communication	Reading comprehension. Trade terminology, usage. Sentence, paragraph structure. Letter, report writing. Work and parts orders. Interpretation and use of manufacturer's manuals and job specifications. Oral communication.
4	Drafting and Blue Print Reading	Basic Drafting and Interpretation	Use of lines, views, projections, sections, developments, dimensions, lettering. Threads and fasteners. Material specifications. Reading and interpretation of frame, masonry and concrete construction plans; materials, construction members, dimensioning, sections, elevations, details, schedules, standard architectural symbols. Preparation of elementary trade related working drawings, dimensioned sketches of duct work layouts, jigs and fixtures. Material estimates and labour costs.
5	Trade Practice General	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention; location, use and maintenance of fire-fighting equipment. The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . The <i>Occupational Health and Safety Act</i> . Handling and storage of flammable liquids, gases, acids and sealants. Safe use of lifting and hoisting equipment, pneumatic and electrical tools and equipment, welding equipment. Good housekeeping.
		Hand Tools	Care and use of hammers, mallets, chisels, files, stakes, dies, rivetsets, dollies, bucking bars, punches, drifts, pliers, hand shears, drills, reamers, taps and dies, hacksaws, pop rivetters.
		Power Tools, Equipment and Rigging	Care and use of portable pneumatic and electric drills, grinders, circular and sabre saws, unishears or nibblers. Impact and powder actuated tools. Power shears, bench-masters, brakes, rolls. Edging, forming, locking, beading, swaging, wiring equipment. Bench grinder, drill press, punch press, rivetting tools. Spot, oxyacetylene, arc and carbon arc welding equipment. Materials handling devices, scaffolds, ladders, ropes, slings, hoists.
		Measuring and Layout Devices	Care and use of rules, tapes, squares, straightedges, protractors, compasses, dividers, scribes and trammels. Sheet metal and wire gauges. Micrometers, levels, plumb bobs, chalk lines. Patterns and templates.
6	Trade Practice Pattern Development	Parallel Line Method	Developing patterns for profile, rectangular, round and elliptical forms. Blueprint use for size and profile. Stretch-out pattern methods. Seam, fold and joint allowances. Determining miter line. Types of notches.
		Radial Line Method	Developing patterns for regular conical forms and pyramids. Blueprint use for size and profile. Conical form types. Plan and elevation relationship. Determining apex. Seam allowance. Types of notches and pyramid forms.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Triangulation Method	Developing patterns for irregular tapered forms. Blueprint use for form and size. Tapered form types. Plan and elevation relationship to half-pattern. Determining solid and broken lines, hypotenuse for rue lengths and stretchout relationship. Seam and lock allowances. Types of notches. Transition patterns; blueprint use for offset forms and sizes. Types of transitions. Plan and elevation relationship for full pattern. Double angle form patterns; blueprint use for true angle of auxiliary forms. Types of twisted shapes. Plan, elevation, auxiliary and double auxiliary views.
7	Trade Practice Cutting Methods	Straight Shearing Curved Shearing	Use of regular and combination pattern hand shears. Slitting; use of hand, special slitting, lever slitting, hand and power rotary slitting shears, portable unishers and nibblers. Use of double cut pipe shears for split shearing. Square shearing; use of foot and power operated squaring, gap squaring shears and attachments. Inside cuts; starting methods, use of bench, slitting and scroll shears. Shearing bolts, rivets, etc. with cold chisels. Types and use of hand shears. Circle shearing; use of hand and power operated circle shears. Inside cuts; use of hand and power ring and circle shears. Use of power elbow shear for compound curves.
8	Trade Practice Forming Procedures	Edges (Bench Tools) Shapes (Hand and Bench Tools) Beading and Swaging Wired Edges Reinforcements Reinforced Fibreglass	Types, uses and methods of forming hemmed, open, burred, turned, flanged and crimped edges. Edge allowances. Use of brakes, bar folders, bending bars, hand and power burring, turning, flanging and crimping equipment. Rolling; rolled form types. Use of solid or slip rolls and funnel forming equipment. Forming on stakes; stake types, uses. Hand tool types and use with stakes. Profile bending; types of profiles and forms, use of hand and power cornice brake. Panning; methods and use of panning equipment. Raising, bumping and stretching; uses of bumping and stretching hammers and dies. Determining layout for bumping. Metal yield point. Annealing methods. Beading and swaging roll types; reinforcing with beads and swaging, swaging for stops. Use of hand and power beading and swaging equipment. Wiring straight edges; edge allowance, wire sizes and gauges, measurement. Use of hand and power wiring, wire and brace bending equipment. False wiring edges of round, rectangular and square containers; false wire allowance. Use of hand and power false wiring and turning equipment. Diagonal bending; methods and use for stiffening. Reinforcing methods; use of band, angle, tee and channel iron. Reinforcement fastening methods. Fibreglass cloth, resins and catalysts. Pot-life. Lay-up and finishing techniques for duct work, fittings and joints. Joint tool use.
9	Trade Practice Joining Methods	Lock Seams Rivettted Seams	Groove seaming; seam allowance, groove width, internal and external seams. Use of hand and machine groovers. Brake, mallet and stake grooved seams. Setting down and peening methods; use of hand and power setting down equipment. Double seaming; location and type, seam allowance. Use of hand and power double seaming equipment, slide and snap locks. Box locking; location, box lock allowance and forming methods. Pittsburgh locking; allowance, use of brake and Pittsburgh lock former. Locking methods. Elbow edging; roll types, edging allowance. Use of hand and power elbow edging machines. Elbow seam closing; closing methods for rigid or adjustable elbows. Use of hand and machine closing equipment. Standing seams; types, allowances, fastening devices. Use of seam closing devices. Collar locking; types of collar locks, locking methods, allowances. Use of hand and power collar locking equipment. Hole spacing and punching methods; use of hand and power punching equipment. Hole drilling methods; drill bit number, letter, fractional sizing methods, angles and clearances. Use of hand and power drilling equipment. Rivetting methods; rivet types, sizing methods, setting and heading. Rivet dolies. Use of hand and power rivetting equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		<p>Welding</p> <p>Soldering</p> <p>Cementing</p>	<p>Spot welding; material preparation, locating and spacing welds. Tips, polarity, metal thickness and amperage settings. Use of portable and stationary spot welding equipment.</p> <p>Oxy-acetylene; regulator pressures, flame and gas mixture types, purpose, adjustment. Welding and brazing rods, fluxes. Basic weld joints; material preparation, allowances, positions. Welding, cutting and brazing techniques.</p> <p>Arc welding; types of equipment, terminology, polarity and A.C./D.C. current requirements, advantages and limitations. Electrodes and filler rods. Flat and horizontal fillet welding techniques. Carbon-arc cutting and brazing.</p> <p>Copper heating methods, equipment. Correct temperature. Forging methods; copper types, shapes, weights. Use of hammer and anvil. Tinning; surface cleaning requirements, dip and tinning solutions. Fluxing; flux types, uses, applications. Defluxing after soldering. Acid use precautions. Solder application; solder types, uses, flow and penetration. Preheating requirements. Soldering types of positioned joints. Surface tinning methods. Testing for leaks. Cleaning soldered joints by hand and power filing, sanding, buffing methods and equipment.</p> <p>Cleaning surfaces for caulking; cleaning material types, uses, application methods. Sealant types and use for high and low pressure duct systems; underground ducts of transite, vitreous clay, plastic; high temperatures. Sealant application methods.</p>
10	Trade Practice Job-site Assembly and Erection Techniques	<p>Metal Roofing and Copings</p> <p>Flashings and Skylights</p> <p>Gutters and Downspouts</p> <p>Plenums and Ducts</p> <p>(Square Ducts)</p> <p>(Round Ducts)</p> <p>(Internal Insulation)</p> <p>(Air Flow Measurement and Balancing)</p> <p>Roof Ventilators</p>	<p>Styles of roofs, monitors, towers, minarets, dormers, copings, pediments and corrugated roofs. Metal and plastic roofing types, rubber, lead and canvas. Joints and cleats. Fastening types and methods. Waterproofing methods using grouting, plastic sealants, solder. Vapour barrier types and installation methods. Expansion allowance. Installation of curbs, saddles and roof sleeves. Use of special roofing tools. Safe roof work practices and erection of scaffolding.</p> <p>Flashing types, purpose and installation; soakers, step, cape, hip, valley, ridge, gravel stops and nosing. Joint and seam making methods. Caulking, grouting and sealing methods. Types and uses of fasteners and plugs. Skylight types and installation techniques.</p> <p>Gutter types and materials; ogee, round, inlaid. Flat and rake miter making methods. End and outlet installation. Expansion allowance methods. Downspout types, shapes, sizes, materials. Assembly of conductor heads, elbows, shoes, splash pans and scuppers. Installation of gutters and downspouts; erection of scaffolding, types and uses of hangers, spikes, ferrules, straps. Use of plastic and solder sealants.</p> <p>Plenum and casing types, construction materials. Types of joints. Stiffening and reinforcing methods. Fastener types and uses. Assembly and installation techniques. Correct relationship to air-handling equipment. Provision of access doors and openings. Gaskets and sealants.</p> <p>Material types, weights and gauges. Types of cleats. Jointing methods; lapping and fastening. Hanging device types and uses; masonry anchors, bolts, screws, rivets, nails. Use of powder actuated stud guns. Hanger positioning and installation methods. Duct assembly and installation techniques. Positioning and installation of fire dampers. Taping and sealant use.</p> <p>Common and special material types, including plastics. Jointing methods and joining devices. Hanger and support types, uses and installation techniques. Sealant and taping use. Plastic welding methods. Installation techniques for collector systems, flues, stacks, chimneys and breechings.</p> <p>Types, uses and methods of applying duct insulation for acoustic lining, thermal resistance, condensation prevention. Use of sound baffles and manufactured silencers.</p> <p>Normal velocities in low and high pressure duct systems. Average velocities at grilles, through air handling equipment. Material conveying velocities. Static and velocity pressures. Effects of poorly designed elbows, fan fittings, branch take-offs and transitions.</p> <p>Types and uses; stationary, cowls, gravity, ventilators, louvred penthouse. Motorized roof vents and fan discharge heads. Installation techniques. Use of bird and fly screens.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Exhaust Hoods	Types and uses; standard canopy, fume cabinets. Types and uses of spray booths, drying booths, machine exhaust hoods. Interior and exterior hood materials. Plastic hoods. Methods of jointing and finishing seams, butt and welded joints. Use of hood filters. Hood assembly and installation methods in accordance with applicable codes. Condensation control.
		Air Handling Equipment (Fans and Blowers)	Types, functions and characteristics. Installation and mounting methods. Component alignment. Use of manufacturers drawings and specifications for installations.
		(Direct Fired Heating Equipment)	Types and characteristics; gravity and forced air units. Heat measurement; quantity (B.T.U.), intensity (temperature). Characteristics of solar, waste products, coal, wood, oil, gas and electrical heating systems. Comfort factors. Boiler and furnace room ventilation. Installation of heating units, ducts and vents to applicable safety codes.
		(Components)	Types, characteristics and installation of air washers, humidifiers, de-humidifiers, spray eliminators and dust collectors. Filters; replaceable media, washable, absolute, electronic precipitators and activated carbon types. Types and installation of preheat coils, reheat coils, direct expansion coils for cooling and de-humidifying and electric duct heaters.
		(Dampers)	Types, uses and installation of hand and automatically controlled parallel and opposed blade, face, face and by-pass dampers, blast gates and switches.
		(Indicating Devices and Controls)	Types and characteristics. Installation methods. Care and use of filter gauge and manometers.
		(Louvres and Grilles)	Types and installation of fixed and adjustable louvres, shutters, bird and fly screens, grilles and ceiling outlets.

R.R.O. 1980, Reg. 57, Sched. 1.

Schedule 2

SHEET METAL WORKER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	Trade Practice General (As detailed in Schedule 1)	Safety	Safety rules and removal of all hazards. The <i>Workers' Compensation Act</i> . The <i>Building Code Act</i> . The <i>Occupational Health and Safety Act</i> . Care and use of hand and power tools and equipment, measuring and layout devices.
2	Trade Practice	Methods and Applications	Parallel line method; developing patterns for profile, rectangular, round and elliptical forms. Stretchout patterns. Radial line method; developing patterns for regular conical forms and pyramids. Triangulation method; developing patterns for irregular tapered forms, transition patterns, double angle form patterns.
3	Trade Practice	Straight Shearing Curved Shearing	Use of regular and combination pattern hand shears. Slitting. Split shearing. Square shearing. Inside cuts. Use of bench, slitting and scroll shears, portable unishers and nibblers. Shearing bolts, rivets, etc. with cold chisels. Circle shearing; use of hand and power operated circle shears. Inside cuts; use of hand and power ring and circle shears. Use of power elbow shear for compound curves.
4	Trade Practice Forming Operations	Edges (Bench Tools) Shapes (Hand and Bench Tools) Beading and Swaging	Forming hemmed, open, burred, turned, flanged and crimped edges. Use of brakes, bar folders, bending bars, hand and power burring, turning, flanging and crimping equipment. Rolling; use of solid or slip rolls and funnel forming equipment. Forming on stakes. Profile bending; use of hand and power cornice brake. Panning; use of panning equipment. Raising, bumping and stretching. Annealing. Reinforcing with beads and swaging, swaging for stops. Use of hand and power beading and swaging equipment.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Wired Edges	Wiring straight edges. Use of hand and power wiring, wire and brace bending equipment. False wiring edges of round, rectangular and square containers. Use of hand and power false wiring and turning equipment.
		Reinforcements	Diagonal bending. Reinforcing use of band, angle, tee and channel iron. Reinforcement fastening.
		Reinforced Fibreglass	Lay-up and finishing of fibreglass ductwork, fittings and joints.
5	Trade Practice Joining Operations	Lock Seams	Groove seaming; internal and external seams. Use of hand and machine groovers. Brake, mallet and stake grooved seams. Use of hand and power setting down equipment. Double seaming; allowance. Use of hand and power double seaming equipment, slide and snap locks. Box locking; forming methods. Pittsburgh locking; use of brake and Pittsburgh lock former. Elbow edging. Use of hand and power elbow edging machines. Elbow seam closing; rigid and adjustable elbows. Use of hand and machine closing equipment. Standing seams. Use of seam closing devices. Collar locking. Use of hand and power collar locking equipment.
		Rivetted Seams	Hole spacing, punching, drilling. Rivetting operations. Use of hand and power punches, drilling and rivetting equipment.
		Welding	Spot welding; material preparation, locating and spacing welds. Use of portable and stationary spot welding equipment. Oxy-acetylene; basic weld joints, material preparation allowances, positions. Welding, cutting and brazing operations. Arc welding. Flat and horizontal fillet welding. Carbon-arc cutting and brazing.
		Soldering	Copper heating. Forging. Tinning. Fluxing. Defluxing after soldering. Acid use precautions. Solder application. Preheating. Soldering positioned joints. Surface tinning. Testing for leaks. Cleaning soldered joints by filing, sanding, buffing.
		Cementing	Cleaning surfaces. Sealant use for high and low pressure duct systems; underground ducts of transite, vitreous clay, plastic; high temperatures.
6	Trade Practice Job-site Assembly and Erection Operations	Metal Roofing and Copings	Installation of sheet metal for roofs, monitors, towers, minarets, dormers, copings, pediments and corrugated roofs. Plastic roofing, rubber, lead and canvas. Waterproofing with grouting, plastic sealants, solder. Vapour barrier installation. Expansion allowance. Installation of curbs, saddles and roof sleeves. Safe roof work practices.
		Flashings and Skylights	Installation of soakers, step, cape, hip, valley, ridge, gravel stops and nosing. Caulking, grouting and sealing. Skylight installation.
		Gutters and Downspouts	Assembly of conductor heads, elbows, shoes, splash pans and scuppers. Installation of gutters and downspouts; use of plastic and solder sealants.
		Plenums and Ducts (Square Ducts)	Assembly, installation and sealing. Provision of access doors and openings. Hanger positioning and installation. Duct assembly and installation. Fire dampers. Taping and sealing.
		(Round Ducts)	Hanger and support installation. Sealing and taping. Plastic welding. Installation of collector systems, flues, stacks, chimneys and breechings.
		(Internal Insulation)	Installation of duct insulation for acoustic lining, thermal resistance, condensation prevention. Sound baffles and silencers.
		(Air Flow Measurement and Balancing)	Familiarization with normal velocities in low and high pressure duct systems. Average velocities at grilles, through air handling equipment. Material conveying velocities. Static and velocity pressures. Effects of poorly designed elbows, fan fittings, branch take-offs and transitions.
		Roof Ventilators	Installation of stationary and gravity types, cowls, ventilators, louvred pent-houses. Motorized roof vents and fan discharge heads. Bird and fly screens.
		Exhaust Hoods	Assembly and installation of standard canopy, fume cabinets. Spray booths, drying booths, machine exhaust hoods. Interior and exterior hoods. Plastic hoods. Hood filters. Condensation control. Applicable codes.
		Air Handling Equipment (Fans and Blowers)	Installation and mounting. Component alignment. Use of manufacturers drawings and specifications.
		(Direct Fired Heating Equipment)	Familiarization with heat measurement; solar, waste products, coal, wood, oil, gas and electrical heating systems. Comfort factors. Boiler and furnace room ventilation. Installation of gravity and forced air heating units, ducts, vents and stacks to applicable safety codes.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		(Components)	Installation of air washers, humidifiers, de-humidifiers, spray eliminators and dust collectors. Filters, electronic precipitators and activated carbon types. Preheat coils, reheat coils, direct expansion coils and electric duct heaters.
		(Dampers)	Installation of hand and automatically controlled parallel and opposed blade, face, face and by-pass dampers, blast gates and switches.
		(Indicating Devices and Controls)	Installation and adjustment. Use of filter gauges and manometers.
		(Louvres and Grilles)	Installation of fixed and adjustable louvres, shutters, bird and fly screens, grilles and ceiling outlets.

R.R.O. 1980, Reg. 57, Sched. 2.

REGULATION 1078**SPRINKLER AND FIRE PROTECTION INSTALLER****1. In this Regulation,**

“certified trade” means the trade of sprinkler and fire protection installer;

“sprinkler and fire protection installer” means a person who,

- (a) plans proposed installations from blueprints, sketches, specifications, standards and codes,
- (b) lays out, assembles, installs, tests and maintains high and low pressure pipeline systems for supplying water, air, foam, carbon dioxide or other materials to or for fire protection purposes,
- (c) measures, cuts, reams, threads, solders, bolts, screws, welds or joins all types of piping, fittings or equipment for fire protection of a building or structure,
- (d) installs clamps, brackets and hangers to support piping, fittings and equipment used in fire protection systems,
- (e) tests, adjusts and maintains pipe lines and all other equipment used in sprinkler and fire protection systems,
- (f) operates and utilizes necessary tools and equipment for the installation of sprinkler and fire protection systems,

but does not include a person engaged in,

- (g) the manufacture of equipment or the assembly of a unit prior to delivery to a building or site, or
- (h) the installation of electrical equipment, devices and wiring not integral or attached to fire protection systems.

R.R.O. 1980, Reg. 58, s. 1.

2. The trade of sprinkler and fire protection installer is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 58, s. 2.

3. An apprentice training program is established for the certified trade and consists of four periods of related training and work experience training of 1800 hours per period,

- (a) in courses provided at a location approved by the Director in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of

the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 58, s. 3.

4. The subjects of examination in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 58, s. 4.

5. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period;
- (b) 60 per cent during the second period;
- (c) 70 per cent during the third period;
- (d) 80 per cent during the fourth period,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in the certified trade and with whom the apprentice is working. R.R.O. 1980, Reg. 58, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus one additional apprentice for every two journeymen employed by that employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus one additional apprentice for each additional two journeymen employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 58, s. 6.

7. Despite section 6, on the recommendation of the Provincial Committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 58, s. 7.

8. The Director shall issue a progress record book to an apprentice who shall record his or her related training and work experience training time and the apprentice shall be responsible for the safe-keeping of the progress record book. R.R.O. 1980, Reg. 58, s. 8.

9.—(1) Section 9 and subsection 10 (2) of the Act do not apply to any person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 58, s. 9.

10. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 58, s. 10.

Schedule 1

SPRINKLER AND FIRE PROTECTION INSTALLER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics (Trade Related)	Mathematics	Whole numbers, fractions, mixed numbers, decimals. Linear, square and cubic measure. Area and volume calculations. Square root. Angles and degrees. Ratio and proportion. Weights and measures. Percentage Discounts. Metric system and conversion methods. Algebra; fundamentals, linear equations, formulae, shop calculations. Right angled and oblique triangles, shop calculations. Tank and pipe capacities; rate of flow calculations.
2	Business Communications	Technical Reports	Characteristics; clearness, accuracy, facts. Trade types, reasons for, preparation; time sheets, accident reports, weekly progress reports, day work reports, test reports. Foreman's final report. Contractor's certificate. Bills of lading.
		Related Basic Business Practices	Inventory. Business operations; practices, payroll and wages calculations; insurance, taxes, Workers' Compensation, wage earner's lien.
3	Applied Physics (Trade Related)	General	Units of measurement, symbols, formulae, conversions, constants, abbreviations. Hydraulics; chemical and physical properties of water. Density and specific gravity. Capillary action. Fluids under pressure. Transmission of pressure. Pressure and pressure units, equations, resistance. Fluid flow and velocity. Static and residual pressures, friction and energy losses, fluid energy. Pascal's Law, Hazen and William's Formula, Bernoulli's Principle. Hydrostatics; atmospheric pressure, gauges and measurement. Pressure head and calculation of pressures. Siphon principle.
4	Drafting and Blueprint Reading	Blueprints Drafting	Introduction. Drafting tools and equipment. Working drawings. Section views. Orthographic, isometric and multi-view projections, applications. Size and location dimensioning. Piping and material symbols. Cylinders. Thread representation and dimensioning. Sketching, working sketch, pictorial drawing. Piping sections. Material estimating. Reproduction process. Three-view drawing. Alphabet of lines, invisible edges. Sections and material symbols. Dimensioning. Freehand sketching. Isometric drawing. Plan study of construction; materials, construction members, dimensioning methods, sections and details, schedules, architectural standard symbols. Types of piping drawings; single, double line, isometric. Piping symbols, pipe hangers. Making sketches from blueprints. Design of sprinkler systems showing necessary sections. Drawing completely approved sprinkler systems for all types of construction and occupancies, including hydraulically calculated systems. Interpretation of architects and contractors specifications, checking general contractor conditions. Co-ordination with other mechanical trades.
5	Safety	General	Safety rules and safe operating procedures. Protective clothing and equipment. First aid, emergency treatment, artificial respiration. Fire Protection; location, types, use and maintenance of fire-fighting equipment. Ventilation. The <i>Workers' Compensation Act</i> . The <i>Occupational Health and Safety Act</i> . Handling and storage of flammable materials. Static electricity hazards. Spark-proof tool use. Safe use of hand tools, lifting, hoisting and rigging equipment, portable pneumatic and electric tools, electrical equipment and explosive actuated tools, heating and welding equipment. Temporary heating equipment. Tank interior and access hole work precautions. Warning and tagging procedures. Good housekeeping.
6	Sprinkler Systems	General Sprinkler Head Selection	Interpretation of blueprints, specifications, symbols. Relevant codes and standards. Identification and installation of sprinkler heads. Selection of correct type, characteristics and operation; standard upright, standard pendent, dry pendent, on-off, flush type. Sidewall type, window, cornice, large orifice, open sprinklers. Special, corrosion resistant sprinklers, other types. Guards. Deflector types. Pressure and discharge pattern. Sprinkler layout and spacing. Classification of occupancies. Types of construction.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Sprinkler Devices and Equipment	Interpretation of blueprints, specifications and symbols. Identification and installation of; alarm valves, retarding chambers, excess pressure pumps, pressure gauges. Dry pipe valves, exhausters, accelerators, water flow alarm indicators. Pre-action valves, deluge valves, flow control and pressure reducing valves, water rotary gongs. Electric alarm switches, electric alarm gongs, local electric alarm systems. Annunciators, remote alarm systems, supervisory alarm systems. Air compressors, air supply from shop air system, relief valves, air pressure maintenance devices. Heat actuating devices, automatic releases, smoke detectors. Emergency cabinets, spare sprinklers, sprinkler head wrenches.
		Wet-Pipe Systems	Interpretation of blueprints, specifications and symbols. Purpose, characteristics and use of wet-pipe system, water supply, size of system.
		(Installation Procedures)	Sprinkler head type. Control valve. Pipe, fittings, hangers. Anti-freeze systems. Back-flow preventers. Alarm test connections, other test connections. Drain connections.
		(Alarms and Alarm Devices)	Selection and installation procedures for; water rotary gong, electric alarm gongs, other alarms. Supervisory service. Devices and equipment; alarm valves. Excess pressure pump. Emergency cabinet and spare sprinklers. Water flow alarm indicator.
		(Testing Systems)	Procedures for hydrostatic test, water flow test. Inspection tests, drain tests. Anti-freeze solution tests. Filing of reports.
		Dry-Pipe Systems	Interpretation of blueprints, specifications and symbols. Purpose, characteristics and use of dry-pipe system. Water supply. Size of system. Operation time limitations. Sub-division of system.
		(Installation Procedures)	Type of sprinkler head. Dry-pipe valve, quick opening devices. Air compressor, air pressure maintenance device, connection to owners plant air supply. Emergency cabinet and spare sprinklers. Pipe, fittings, hangers. Valve enclosure. Alarm test connections, other test connections. Drain connections. Use in cold storage rooms. Drainage of piping, low point drains. Drum drips.
		(Alarms and Alarm Devices)	Selection and installation procedures for; water rotary gongs, electric alarm gongs. Other alarms. Supervisory service.
		(Testing System and Alarms)	Procedures for hydrostatic test, air pressure test, water flow test. Drain tests. Inspection tests, other tests. Filing of reports.
		Pre-Action and Deluge Systems	Interpretation of blueprints, specifications and symbols. Purpose, characteristics and use of this system. Water supply. Size of system.
		(Installation Procedures)	Type of sprinkler head. Control valves, pre-action valves, deluge valves. Heat responsive system, heat actuating devices. Manual operation equipment. Mercury checks. Supervisory air pressure, electric air pump panel. Monitor switch. Testing equipment. Pipe, fittings, hangers. Valve enclosures. Emergency cabinets and spare sprinklers. Drainage connections and test connections.
		(Alarms and Alarm Devices)	Selection and installation procedures for; trouble alarms, low air pressure trouble alarms. Water rotary gongs, electric alarm gong, other alarms.
		(Testing Pre-Action and Deluge System)	Procedures for hydrostatic test, air pressure test, water flow test. Drain tests. Inspection tests, other tests. Filing of reports.
		Combined Dry-Pipe and Pre-Action Systems	Interpretation of blueprints, specifications and symbols. Purpose, characteristics, and use of this system. Sub-division of systems. Water supply. Size of system. Operation time limitations.
		(Installation Procedures)	Type of sprinkler head. Control valves, check valves, dry-pipe valves. Exhausters. Tripping devices. Supplemental chamber. Heat responsive system, heat actuating devices. Air compressor, connection from owners air line, air maintenance device. Pipe, fittings, hangers. Valve enclosure. Emergency cabinet, spare sprinklers and head wrench. Cross connection at dry-pipe valves and at quick opening device. Low point drains (heated location). Drum drips (heated location).
		(Alarms and Alarm Devices)	Selection and installation procedures for; automatic fire alarm systems. Water rotary gongs, electric alarm gongs. Other alarms.
		(Testing Combined System)	Procedures for hydrostatic test, air pressure test, water flow test. Drain tests. Inspection tests, other tests. Filing of reports.
		Outside, Window or Cornice Systems	Interpretation of blueprints, specifications and symbols. Purpose, characteristics, and use of this system. Water supply. Orifice size of sprinkler head.
		(Installation Procedures)	Type of sprinkler head. Control valves, check valves. Strainers. Gauge connections. Pipe, fittings, hangers. Test connections, drain connections.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		(Testing System)	Water pressure test methods.
7	Special Type Sprinkler Systems	Special System Applications	Selection for; transformers, outside storage, tanks and equipment. Hydraulically designed systems. Sprinklers in high rise buildings. Woodworking plants. Water curtains.
		Hydraulically, Calculated Sprinkler Systems	Interpretation of blueprints, specifications and symbols to determine; height of building, layout, type of structure. Steel column protection. Location of fire walls and draft curtains.
		(Job-Site Examination)	Ventilation and drainage facilities. Importance of adherence to relevant codes and specifications. Examination of storage or work areas to determine; types and value of materials in storage. General conditions. Height of stock piling, methods of stacking, unitizing, palletizing, pile stability. Aisle and exit locations. Water tests.
		(System Requirements)	Determining correct system: type and size, area of application, discharge density, sprinkler operating pressure, control of system. Coverage area per sprinkler head. Determining correct clearance below sprinkler heads, sprinkler orifice size. Designing the system.
		(Other Protection)	Selection of portable extinguishers; types, purpose and characteristics. First aid fire hose connections, purpose and use. Outside hydrant protection. Smoke detectors, characteristics and application. CO ₂ systems, foam and dry chemicals.
		(Water Supply Requirements)	Water supply location and application: city water, reservoirs, gravity tank, booster pump and fire pump secondary supplies. Fire department pumper connection, location, application.
		Carbon Dioxide and Halogenated Fire Extinguishing Systems	Interpretation of blueprints, specifications, relevant codes and underwriter's standards. Types and characteristics of CO ₂ and halogenated extinguisher systems for local application, total flooding. Purpose, scope and arrangement of system. Limitations. Carbon Dioxide and halogen characteristics, composition, hazards. Specifications, plans and approvals. Hazards to personnel, safety requirements, electrical clearances. CO ₂ supply: low pressure systems, high pressure systems. Quantities, quality, replenishment. Storage containers, high and low pressure. Use of manufacturers' manuals.
		(Installation Procedures)	Approval of appropriate authority. Distribution systems: pipes and fittings, systems arrangement. Valves. Discharge nozzles. Orifice requirements.
		(Operation and Control of System)	Methods of actuation. Detection of fires. Operating devices. Supervision. Alarms. Indicator troubles, defects. Annual inspection by qualified inspector. Procedures for semi-annual inspection. Maintaining, servicing and testing system. Regular periodic approved tests.
		Foam Extinguishing Systems	Interpretation of blueprints, specifications, relevant codes, underwriters' standards. Types and characteristics of foam extinguishing systems: fixed systems for indoor flammable liquid hazards. Fixed systems and portable tower systems for exterior storage tanks. Spray foam systems, monitor and hose nozzles for exterior protection. Purpose of system, methods of application. Scope, arrangement and limitations of system. Foam material types, quantity to be stored, density required. Rate of application (discharge), period of discharge, hydraulic calculations. Specifications, plans and approvals. Systems design: automatic and auxiliary manual operation.
		(Installation Procedures)	Approval of appropriate authority. Distribution systems: pipes and fittings, systems arrangement. Detailed layout of piping and automatic detection equipment. Use of pump charts for delivery efficiency, horsepower curves. Generators. Pump for air foam concentrate, water. Pump controller types, location. Storage of foam producing materials: location, capacity. Methods of construction and erection, supports. Access holes, sediment pockets. Necessary outlets and connections for materials and water. Gauges. Drainage. Cleaning and inspection methods. Alarms: electrical, water flow type. Detection equipment and operation. Trouble alarms, supervisory alarms. Water supply to system: correct capacity and pressure for sixty minutes operation. Correct temperature. Strainers. Acceptance tests.
		(Operation and Control of System)	Instruction and training of other concerned personnel. Methods of actuation. Detection of fires. Operating devices. Supervision. Alarms. Indicator troubles, effects. Annual inspection by qualified inspector. Semi-annual inspection procedures. Maintaining, servicing and testing system. Regular periodic approved hydrostatic pressure tests.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		<p>Dry Chemical Extinguishing Systems</p> <p>(Installation Procedures)</p> <p>(Operation and Control of System)</p>	<p>Interpretation of blueprints, specifications, relevant codes, underwriters' standards. Type and characteristics of dry chemical extinguishing systems: total flooding, local application, hand hose line. Purpose, scope, arrangement and limitations of system. Dry chemical requirements and distribution. Hazard classifications. Specifications plans and approvals.</p> <p>Approval of appropriate authority. Distribution systems: pipe and fittings, systems arrangement.</p> <p>Instruction and training of other concerned personnel. Methods of actuation. Detection of fires. Operating devices. Supervision. Alarms. Indicator troubles, defects. Annual inspection by qualified inspector. Semi-annual inspection procedures. Maintaining, servicing and testing system. Regular periodic approved tests.</p>
8	Water Supply	<p>Source and Installation</p> <p>Fire Pumps</p> <p>(General)</p> <p>Gravity Tank Installation</p> <p>Pressure Tanks</p> <p>Installation of Fire Department Pumper Connections</p>	<p>Types of primary and secondary supplies. Public Utility water supplies. Elevated gravity tanks, pressure tanks, reservoirs. Wells, lagoons, penstocks or flumes, rivers or lakes. Fire pumps, booster pumps. Fire department connections.</p> <p>Blueprint reading for requirements of proposed installations. Selection of approved pumps for specific purposes. Determining size, capacity, location of unit, pump driven by electricity, diesel, gasoline, steam or other power. Determining pump type; horizontal, vertical shaft, centrifugal, or turbine. Suction water supply, source and quantity. Performance. Hose connections, pressure relief connection, circulation relief, test valves and manometers.</p> <p>Pump Room requirements, pump foundations, pump alignment, setting impellers, priming connections. Installation of pump drives; electric, gasoline, diesel, steam, other power. Water level indicators, gauges. Air release valves. Jockey pumps. Pump controllers; electric, manual, automatic, or any combination. Electric, diesel, gasoline and steam supply, including all equipment. Exhaust piping. Supply, suction and discharge piping, fittings, valves. Suction strainer. Testing of unit.</p> <p>Blueprint reading for approval requirements. Type of tank required, capacity, construction; wood, steel. Frost protection. Foundations. Pipe connections and fittings at base. Riser piping and connection, expansion joints. Check valves and control valves. Tank filling and overflow connections. Water level indicator and/ or mercury gauge, water temperature gauge. Tank heater and connections. Corrosion prevention. Testing connections.</p> <p>Blueprint reading for requirements of proposed installation. Tank size and approved design for specific installation. Construction and location of tank. Air locks. Pipe connections, fittings, accessories. Relief valves. Testing the complete unit. Painting unit. Water supply to tank, including pump. Air supply to tank, including compressors. Tank drainage. Supports.</p> <p>Size, types and location of pumper connections required. Types of threads on inlets and outlets. Connections to interior sprinkler systems, other fire protection systems. Piping, fittings, check valves, ball drip or drain connections. Identification plate showing use of unit. Connections to wet-pipe and dry-pipe sprinkler systems, multiple systems.</p>
9	Standpipe and Hose Systems	Fire Line Systems	<p>Interpretation of drawings and specifications for: connection to source of supply, location of hose stations, type and sizes of pipe and fittings, size and location of mains and standpipes, siamese connections. Adherence to relevant codes and underwriters specifications. Function of check valves on fire line connection. Direct connection to source of supply. Hazards of intervening valves in fire line connection. Outside booster connection. Standard hose threads on all outlets. Siamese connection ball drip. Avoiding use of cast-iron fittings on fire protection lines.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Installation of Fire Protection Lines	Methods of installing fire lines and standpipes. Supporting horizontal mains, vertical standpipes. Location of mains and stand-pipes in relation to building components, other trades, grades. Location of standpipe outlets in relation to accessibility, height from floor, physical characteristics of building, length of hose. Installation of hose cabinets, control valves, hose reels, hose racks. Selection factors for hose and nozzles; durability, type of materials, maximum length, frictional resistance to flow, available water pressure, type of spray. Placing hose on reel and rack, storing in closed cabinet. Conditions requiring booster pump. Connecting methods to prevent backflow in domestic system. Selection factors for hose valves. Testing system; type and duration of test. Type and use of test equipment. Evaluation of test to relevant codes. Safe-guarding completed work.
10	Hydrants	Fire Hydrant and Equipment Installation	Type and size of approved hydrants required: compression, gate valve, and wall type. Provision for drainage. Hose houses and characteristics: five-sided large type, wall hanging type, types for close proximity to building. Types and sizes of approved equipment: cotton rubber-lined fire hose, play pipes, gated "Y" fittings. Hydrant wrenches, spanners. Spare hose washers. Lanterns, axes, pry bars. Erection of hose houses and cabinets. Hose house foundations.
11	Supplementary Alarm Systems	Selection and Installation Procedures Testing and Maintenance	Types and characteristics of central station protection signalling systems: emergency action signals, maintenance action signals (alarms from manual boxes, waterflow alarms). Signals to cover other emergencies. Supervisory signal on valves: need for supervisory action, maintenance action signals. Manual fire alarm devices: distribution of equipment, coded signals. Guards' tour supervisory service: correct number and location of stations, records and reports. Automatic fire detection and alarm service: supplementary manual system, locating detectors. Automatic smoke alarm service: locating detectors, connections to shut off blowers; fans, shutters. Procedure for testing, restoring and maintaining alarms and systems.
12	Portable Fire Extinguishers	Equipment Selection and Location Classification of Fires and Extinguishers Used Inspection, Testing and Maintenance	Extinguisher types and characteristics: chemical solution (soda acid), water, loaded stream. Foam, carbon dioxide, dry chemical, bromotrifluoromethane. Wheeled and pumper tank extinguisher. Fire pails, drums with pails, bucket tanks. Correct location: accessibility, conspicuousness, height from floor. Proper erection methods: on hangers or brackets, cabinets, shelves. Location of Operating Instructions. "A" —ordinary combustibles materials, "B" —flammable liquids, "C" —electrical equipment, "D" —combustible metals. Extinguisher colour coding and symbols. Distribution and size for Class "A" fires: light hazard, ordinary hazard, extra hazard occupancies. Class "B" fires: light hazard, ordinary hazard, extra hazard occupancies, dip tanks. Class "C" and "D" fires. Regular monthly inspection. Annual inspection, thorough check-up. Inspection tags, purpose and use. Recharging extinguishers. Hydrostatic check.
13	Materials, Supports and Hangers	Hanging Pipe Fastening Hangers to Concrete Fastening Hangers to Wood Fastening Hangers to Steel	Types of rings, characteristics and applications: clevis, swivel ring, solid ring, split ring, roller, post ring. Proper selection. Correct spacing. Determining load capabilities of supporting members and structures. Hanger selection for vertical runs of pipe: use of pipe clamps, "U" bolts. Hand and power cutting and threading rod for hangers. Pre-set anchor boxes and application: protecting threads, correct locating of hangers. Expanding-type inserts: use of drills or impact tools, selection of drill bits and star drills, insertion of rawl plugs and expanding inserts. Selection and application of powder driven studs: correct charge, use of safety shields and protective devices. Fastener types and application: coach screw rods, "U" hangers. Clips, one and two-hole. Wood screws, drive screws, lag bolts, machine bolts. Selection and use of electric drills, hand brace. Correct bit type and size. Selection and application of clamps, hangers and other devices: "C" clamps, "I" clamps. Cantilever hangers, eye rod hangers. "J" hooks, top and bottom beam types. "L" brackets. Selection and use of cutting and drilling equipment: electric drills, drill bits, cutting torches, beam punches. Fastening hangers by electric arc welding. Selection and application of powder driven studs: correct charge, use of safety shields and protective devices. Use of epoxies.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Brackets and Hangers Fabrication	Trapeze bracket types and purpose: pipe, angle iron, channel iron. Correct strength. Making angle or "L" brackets from channel or angle iron. Electric arc welded brackets. Saddles or stands. Multiple pipe hangers.
		Bracing and Vibration	Use of fabricated steel braces and supports of angle, channel or pipe against earth tremors. Stiffening rod with pipe. Riser supports. Support and hanger location to prevent oscillation. Compensating for sound and other vibration: use and selection of isolation springs.
		Piping (General)	Pipe types and selection factors: steel pipe (black and galvanized). Copper pipe and tubing. Other pipe. Characteristics and selection of fittings: cast iron (threaded, flanged or grooved types; standard pattern; extra heavy pattern). Malleable iron (threaded, flanged or grooved types; standard pattern; extra heavy pattern). Grooved type. Welding fittings. Copper (socket, soldered, brazed or screw type).
		Underground Piping	Selection of underground pipe and fitting types: mechanical joint, tyton joint, bell and spigot (lead joint). Ductile iron pipe, universal joint, asbestos cement pipe. Other types.
		(Installation Procedures)	Depth of cover (frost level). Depth under roadways, railroad tracks. Hazards of running pipe under buildings, heavy piles. Arching foundation walls, if running pipe beneath buildings. Sleeving and sealing piping with mastic sealers. Prevention of foreign matter in pipe. Tight (approved) joints. Use of proper clamps and braces, concrete thrust blocks. Grounding methods. Anchoring underground fire mains at change of direction points, tees, plugs, caps, bends, hydrants. Use of pipe clamps, tie rods, thrust blocks.
		(Flushing and Testing)	Flushing underground water mains before connection to interior piping. Adequate flushing capacity for system. Correct flow rate for pipe used. Time for proper cleansing. Testing before joints covered. Hydrostatic test, at prescribed pressure and duration. Procedures for testing: hydrants, control valves, fire pumps. Completing contractors' test certificate.
		Valves	Approved valve types, characteristics and selection factors: gate, butterfly, check, globe and hose valves. Screw and flange, O, S and Y, mechanical joint, angle, straight, vertical and hub end types. Miscellaneous valves: tapping sleeves and valves, floor stand valves. Pressure relief valves, pressure reducing valves, safety valves. Underwriter foot valves, foot valves and strainers. Quick opening valves. Pet cocks, stop cocks. Ball valves. Approved back-flow preventers, detector check valves.
		Miscellaneous Materials	Types and characteristics: valve boxes and covers, sprocket wheels and chains. Sight test connections. Wall and floor plates. Sleeves (steel pipe, galvanized steel, plastic or fibre types). Nipples, machine bolts and nuts. Pipe joint compound, cutting and threading oil, anti-freeze solution. Identification plates and tags. Instruction charts and manuals. Corrosion preventive materials. Gaskets.
14	Care and Maintenance	Responsibility of Owner	Delegation of responsibility. Weekly inspections and reports. Instructions to watchmen and watchwomen. Use of contractors' services. Maintenance of ample water supplies. Control valves must be open: when to shut off. Obstructions to sprinklers by partitions, stock and effects. Protection against freezing. Examination and sealing of control valves. Sprinkler pressure gauges. Water flow and alarm line tests. Necessary alterations, additions to sprinkler system. Condition of sprinkler heads, exterior and interior piping, hangers. Excess pressure, wet system. Air pressure, dry system. Priming water in dry-pipe valve. Low points on dry system. Trip and reset dry-pipe valve once yearly. Maintain supply of replaceable parts and gaskets. Valve enclosure heating and lighting. Water rotary alarm gong. Electric alarm gong. Local supervisory alarms. Central supervisory alarm service.
		Specific Equipment Recommendations	Maintaining fire pumps: operation of fire pump once each week. Check for efficient operation to capacity. Check suction line, intakes for obstructions. Check foot valves and hose connections. Maintaining gravity tanks: checking level of water in tank, mercury gauge, water temperature gauge. Filling connection, drain connections, expansion joint. Heating equipment and piping. Frost proof casing. Tank supports. Valve chamber and equipment. Maintaining fire hydrants and equipment: check hydrant opening and drainage. Lubrication. Hose house and hose cabinets, fire hose and couplings, equipment in hydrant house. Flushing underground mains at regular intervals. Fire department connection: checking condition, checking hose valves, caps, ball drain. Open sprinkler systems: warm weather yearly test. Special sprinkler systems: check required by governing authority to contractors and manufacturers' instructions. Periodic checks of fire extinguishers and interior hose stations.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
15	Tools of the Trade	Wrenches	Types and characteristics. Selection for specific applications; pipe wrenches, lever or super wrenches. Chain tongs. Strap, valve, adjustable, socket and ratchet, open end and box, pin and torque wrenches. Installation of sprinkler heads; use of manufacturers' special wrenches. Proper adjustments. Care and maintenance of wrenches.
		Cutting and Threading Tools	Cutting steel pipe and tubing; use of single and three wheel cutters. Hand or power hacksaws. Cast iron pipe; use of three and four wheel cutters, chain cutters. Ductile iron; use of wheel cutters, electric or gasoline powered carborundum disc saw. Single wheel cutters for copper pipe and tubing. Threading pipe: use of ratchet type block and adjustable dies, stationary head adjustable and large ratchet or power drive pipe dies. Types, sizes and use of reamers. Reaming purpose and importance. Types, sizes and use of portable groovers. Threading rod: types and use of block, ratchet and adjustable bolt dies.
		Hand Tools	Selection, care and use of wood saws; rip, crosscut, keyhole. Hacksaws. Wood chisels, cold chisels. Caulking irons. Grinding procedures. Awls, center, drift and beam punches. Braces and wood bits—expansion and extension types. Hammers; claw, ball peen, sledge, mash. Screwdrivers; regular, phillips, robertson, ratchet. Files. Allen Keys. Types and sizes of pipe and tube benders and flaring tools for installing tubing. Miscellaneous; pliers, metal snips, side cutters and bolt cutters.
		Measuring and Plumbing Tools	Types and use of tape measures, pocket rules, steel tapes. Steel square, adjustable pocket squares. Spirit levels, sight level and transits, plumb bobs, chalk line. Micrometers; inside and outside. Calipers. Block, wedge, feeler and dial gauges. Manometers. Pitot tube. Tachometers. Hydrometers. Vibration checking tool.
		Portable Power Tools	Use of electric drills, steel and wood bits, bolt and pipe taps. Hole saws for wood and steel. Carbide concrete saws. Diamond core drills, star drills, stove pipe. Drilling concrete, chipping, setting anchors: use of electric hammers, rotating hammer bits. Self drilling anchors. Chipping chisels. Use of electric hand saws and electric or gasoline chain saws for cutting wood or concrete. Use of power hacksaws for cutting steel or cast iron pipe. Portable gasoline or electric saws and carborundum discs for cast iron, ductile iron and concrete pipe. Electric power vise: use for cutting and threading rod and pipe. Power drive to thread or groove larger pipe. Setting anchors: use of powder actuated tools for steel and concrete. Pneumatic tools, star drills. Safe handling of equipment. Pipe holding tools: type and use; bench vise, vanderman vise, chain vise. Tri-stand, four-legged and yoke vises.
		Underground Piping Installation Tools	Lead joint type; use of caulking tools, cold chisels, yarning iron, running rope, melting pot and ladle for lead. Use of propane, acetylene or electric lead melting equipment. Cement asbestos pipe; use of pipe cutter, carborundum discs, pipe beveller and coupling tools. Mechanical joint, standard type (ductile and tyton pipe); use of ratchet and socket wrenches, adjustable wrenches. Wheel cutters, pressure cutters, carborundum discs. Grinders. Types and use of dewatering pumps; centrifugal, diaphragm, piston, gear. Crowbars and pinch bars.
		Special Purpose Tools and Equipment	Storing; use of tool boxes and storage boxes. Equipment for testing pumps: gasoline, electric, hand operated. Gear, centrifugal, piston and turbine types.
16	Welding	General	Interpretation of blueprints, specifications and symbols. Relevant codes. Gas and arc welding principles. Safety procedures. Use of protective clothing and equipment. Ventilation. Fire precautions and prevention, posting fire guard. First aid for arc burns, artificial respiration. Hazards when welding in or near tanks that contain, or have contained, combustible or volatile materials. Use of explosive meters. Welding types: oxyacetylene, electric arc; A.C. and D.C., TIG, MIG, Heliarc, semi-automatic. Arc welding power sources: gasoline, diesel. Electrical; DCW machine, AC-DC rectifiers, AC transformers.
		Welding Equipment Use and Maintenance	Cold weather starting. Common arc-welding machine troubles and correction. Connection of grounds, grounding machines to power source. Electrode holders. Welding cable types and grounds: correct use, splicing, length, fastening to holder and machine. Use, care and maintenance of oxyacetylene torches and equipment. Fueling, operating and servicing gasoline and diesel powered welding machines.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Arc Welding	Manual and semi-automatic arc welding of steel pipe, brackets, structural, vessels and tanks. Layout procedures. Electrode selection: checking drawings and specifications for electrodes required. Correct size electrode for weldment. Visual identification. Relevant codes and regulations. Types, purpose and characteristics of electrodes; carbon steel, alloy steel. Classification and identification of metals and steels. Effect of voltage, amperage, polarity, arc length. Types and characteristics of welds. Fusion and penetration. Wind, temperature and moisture effects during welding. Electrode storage. Use of electrode ovens: effects of moisture, prolonged heat. Selecting and estimating quantity of electrodes required at work site. Pre-heating, post-heating and stress relieving techniques. Controlling distortion during welding: by mechanical control, welding procedure. Size and strength of welds. Causes of porosity, undercuts, cracks, slag inclusions in weldments. Use of scaling and chipping hammers, power grinders. Carbon arc gouging. Surface preparation of weldments.
17	Rigging and Scaffolding	Hoist Selection Hanging Hoists (Lifting and Pulling) Slings, Rope, Attachments (Selection) (Installation and Maintenance) Jacks Rollers Scaffolds	<p>Hoist types and characteristics, application. Care and use of electric, hand, pneumatic, hydraulic types. Chain and cable hoists, rope blocks. Winches, tuggers. Tripods, gin poles. Hooks. Determining a "safe load"; effects of size, weight and shape.</p> <p>Use of proper anchoring or hanging methods and devices. Support member strengths. Isolated supporting methods: tripods, "A" frames and gobbets. Preventing unhooking.</p> <p>Load weight estimating. Load balance center. Moving techniques; drifting (2 or more hoists), balancing (auxiliary hoist), on inclined planes. Handling long equipment: upending, laying down. Use of winches and snatch blocks. Rollers, jacks and skids. Forklifts and scissor-type platform hoists. Hand signals. Regular hoist inspection and maintenance; effects of improper operation.</p> <p>Correct selection methods. Types, care and use of: rope, cable, chain, strap webbing. Adherence to manufacturers' specifications. Types and strengths of splices, cable clamping. Knot tying.</p> <p>Standard installation procedures. Positioning slings and guide-lines. Results of sharp bends, kinks and frayed cable. Hazards of improper rope storage. Hand protection. Dragging rope into bar.</p> <p>Types, care and use; ratchet, screw, hydraulic. Heavy equipment moving techniques; solid footing, jack positioning and support, blocking up, preventing equipment damage. Angle jacking, blocking and shimming. Correct jack bar length. Precautions.</p> <p>Types, care and use; wood, steel (solid, hollow pipe), special roller units. Skids and skid plates; lubricants. Controlling loads on slopes. Changing direction. Floor and equipment protection; roller size and spacing, runner types. Safety precautions.</p> <p>Types, care and use; ladders and planking. Platform scaffolds; single and multiple plank (wood, metal), rigid platform, ladder and plank, swing stages. Hanging scaffolds; multiple rope support, needle beams, rope blocks. Swing limiting methods. Types, sizes, care and use of standard unit scaffolds. Assembly of multiple units. Use of all safety devices; assembly and wheel locks, guard rails, rigid ladders, braces, plank positioning cleats. Types, characteristics and use of mobile power-operated hoists and scaffolding, cherry picker.</p>
18	Trenching and Shoring	Equipment and Safety Procedures	Trenching and excavating for underground sprinkler piping and equipment. The <i>Occupational Health and Safety Act</i> , local regulations. Heavy mechanical equipment used; back hoe, bull-dozer, trucks, front-end loader. Compressors and accessories. Pavement cutting equipment. Boring and tunnelling equipment. Hand tools: shovels, pick, pinch bars, sledge hammer. Ditch pumps. Tampers. Safety Precautions during digging with back hoe or other heavy equipment. Working in trenches. Shoring and bracing. Protection of public. Storing material near excavations. Backfilling. Compaction methods and equipment.

Schedule 2

SPRINKLER AND FIRE PROTECTION INSTALLER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practices (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Workers' Compensation Act</i> . The <i>Occupational Health and Safety Act</i> . Care and use of hand and portable power tools and equipment, measuring and plumbing tools, underground piping installation tools, special purpose tools and test equipment. Oxyacetylene and arc welding equipment. Powder actuated tools. Layout, cutting, drilling, reaming, threading, grooving, grinding. Fastening, soldering; cutting, welding and brazing. Rigging and scaffolding erection.
2	Blueprint Reading	General	Familiarization, interpretation and use of architectural, structural, mechanical and piping drawings. Standard architectural and piping symbols. Fire protection systems layout. Specifications. Material estimating. Relevant codes and underwriters' standards. General contractor conditions. Coordination with other mechanical trades.
3	Materials, Supports and Hangers (As detailed in Schedule 1)	General	Piping: selection of pipe, tubing and fittings for specific applications. Hanging pipe: fastening hangers to concrete, wood and steel. Fabrication of hangers and brackets. Bracing and vibration isolation. Underground piping installation, sleeving and sealing, flushing and testing. Valve selection and installation. Miscellaneous materials.
4	Sprinkler Systems (As detailed in Schedule 1)	General	Selection, layout, installation and testing of sprinkler heads, sprinkler devices and equipment. Wet-pipe systems, dry-pipe systems, pre-action and deluge systems, combined dry-pipe and pre-action systems, alarms and alarm devices. Outside, window and cornice systems. Special systems and applications. Maintenance and servicing.
5	Special Type Sprinkler Systems (As detailed in Schedule 1)	General	Layout installation and testing of hydraulically calculated systems. Job-site examination. System requirements. Additional protection. Water supply. Layout, installation and testing of carbon dioxide and halogenated extinguishing systems (high and low pressure). For local application, total flooding. Operation and control of system. Maintenance and servicing. Layout, installation and testing of foam extinguishing systems: fixed systems for indoor flammable liquids, fixed systems and portable tower systems for exterior tanks; spray foam systems, monitor and hose nozzles for exterior protection. Automatic and auxiliary manual operation. Maintenance and servicing. Layout, installation and testing of dry chemical extinguishing systems for total flooding, local application, hand hose line. Operation and control of system. Maintenance and servicing.
6	Water Supply (As detailed in Schedule 1)	General	Familiarization with water supply sources and applications. Fire pumps; layout, installation, adjustment and testing of horizontal, vertical shaft, centrifugal and turbine pumps. Pump drives. Suction, supply, discharge and exhaust piping systems and fittings. Controllers. Maintenance and servicing. Layout, installation and testing of fire department pumper connections. Connecting to wet-pipe and dry-pipe sprinkler systems, multiple systems, other fire protection systems. Maintenance and servicing. Layout, installation and testing of gravity tanks, piping systems, fittings, indicators and gauges. Insulation. Tank heating systems. Corrosion prevention. Maintenance and servicing. Layout, installation and testing of pressure tanks, piping, connections, fittings and accessories. Maintenance and servicing.
7	Standpipe and Hose Systems (As detailed in Schedule 1)	General	Familiarization with fire line systems requirements. Layouts, installation and testing of fire lines and standpipes. Installation of hose cabinets, control valves, hose reels and racks. Safe-guarding completed work.
8	Hydrants (As detailed in Schedule 1)	General	Layout, installation and testing of approved compression, gate valve and wall type hydrants. Erection of hose houses and cabinets. Installation of approved equipment and accessories. Maintenance and servicing.
9	Supplementary Alarm Systems (As detailed in Schedule 1)	General	Layout and installation of central station protection signalling systems. Manual fire alarm devices. Guards tour supervisory service. Automatic fire detection, alarm service and supplementary manual systems. Automatic smoke alarm service. Testing, restoring and maintaining alarms and systems.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
10	Portable Fire Extinguishers (As detailed in Schedule 1)	General	Familiarization with classification of fires and extinguishers used. Colour coding and symbols. Equipment selection, location, distribution and size for occupancy hazards and dip tanks. Inspection, testing and maintenance.
11	Care and Maintenance (As detailed in Schedule 1)	General	Familiarization with owners responsibility for maintenance. Delegation of responsibility. Use of contractors services. Specific equipment maintenance; required periodic operation, testing and servicing to ensure readiness of all fire protection equipment.
12	Trenching and Shoring (As detailed in Schedule 1)	General	Familiarization with trenching and excavation procedures, equipment and safety precautions for installation of underground sprinkler piping and equipment.

R.R.O. 1980, Reg. 58, Sched. 2.

REGULATION 1079**STEAMFITTER****1. In this Regulation,**

“certified trade” means the trade of steamfitter;

“steamfitter” means a person who,

- (a) lays out, assembles, installs, maintains or repairs any heating system, cooling system, process system or industrial system,
- (b) installs or connects piping in any building or structure,
- (c) installs the piping for any process, including a process that conveys gas, or the tubing for any pneumatic or airhandling system, or
- (d) reads and understands design drawings, manufacturer's literature and installation diagrams for any system referred to in clause (a),

but does not include a person engaged in the manufacture of equipment or the assembly of a unit, prior to delivery to a building, structure or site. R.R.O. 1980, Reg. 59, s. 1.

2. The trade of steamfitter is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 59, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of five periods of related training and work experience training of 1800 hours for each period,

- (a) at full-time education day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto in the subjects contained in Schedule 1; and
- (b) in work experience training provided by the employer of the apprentice in the subjects contained in Schedule 2. R.R.O. 1980, Reg. 59, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 59, s. 4.

5. A person is exempt from subsection 10 (2) of the Act, if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) works in the certified trade for three months or less. R.R.O. 1980, Reg. 59, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular hours or for hours in excess of regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 50 per cent during the second period of training and instruction;
- (c) 60 per cent during the third period of training and instruction;
- (d) 70 per cent during the fourth period of training and instruction; and
- (e) 80 per cent during the fifth period of training and instruction,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 59, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for every three journeymen employed by the employer in the trade and with whom the apprentice is working; and
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 59, s. 7.

Schedule 1

STEAMFITTER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Mathematics	Addition, subtraction, multiplication, division of whole numbers, fractions, decimals. Metric system; conversion methods. Weights and measures. Ratio and proportion. Percentage, discounts, simple interest. Areas, volumes, linear, angular mensuration. Square root. Right angle triangle. Scale conversion. Simple equations and formulae calculations (tanks, pipes; capacities, rate of flow).
2	Science (Trade Related)	Physics	Properties of matter; solids, liquids, gases. Hydrostatics; atmospheric pressure, manometer, mercury barometer, gauge and absolute pressure, syphon principle. Hydraulics; Pascals Law, fluids under pressure. Gas laws; expansion and compression, Boyles Law, vacuum pump, compression pump. Work, energy and power; units of energy, horse power calculations. Basic electricity; amperes, voltage, resistance, Ohm's Law. Electron flow. Electromagnetism. Series and parallel circuits. Voltage drop. Conductors and insulators. Heat; temperature scales, heat capacity. Specific heat of solids, liquids, gases. Coefficients of expansion, expansion of gases, Charles Law. Changes of state; evaporation, condensation, freezing. Pressure effects, sensible and latent heats, B.T.U. graph. Heat transmission; radiation, convection, conduction. Properties of steam; sensible and latent heats, saturated and super-heated steam, heat content, mechanical equivalent of heat, heating plant efficiency, heat loss and prevention. Properties of materials; tensile and compressive stress. Basic metallurgy; ferrous and non-ferrous metals, corrosion, electrolysis, electropotential series, welding effects.
3	English	Usage and Business Communication	Reading comprehension. Trade terminology, usage. Sentence, paragraph structure. Letter, report writing. Work and parts orders. Interpretation and use of manufacturer's manuals and job specifications. Oral communication.
4	Drafting and Blue Print Reading	Basic Drafting and Interpretation	Use of lines, views, projections, sections, developments, dimensions, lettering. Threads and fasteners. Material specifications. Reading and interpretation of frame, masonry and concrete construction plans; materials, construction members, dimensioning, sections, elevations, details, scales, schedules, standard architectural symbols. Piping drawings; single line, double line, isometric. Pipe fabrication, piping and welding symbols. Steam and hot water systems. Boiler room and diesel engine piping, pipe hangers. Preparation of elementary trade related working drawings, dimensioned sketches, piping systems and layouts, material estimates.
5	Trade Practice General	Safety	Safety rules and safe operating procedures. Protective clothing and equipment. First aid. Fire prevention, location, use and maintenance of fire fighting equipment. The <i>Workers' Compensation Act</i> , the <i>Building Code Act</i> , the <i>Boilers and Pressure Vessels Act</i> , the <i>Occupational Health and Safety Act</i> , the <i>Energy Act</i> and the regulations thereunder. Handling and storage of flammable liquids, gases, acids and sealants. Safe use of lifting and hoisting equipment, pneumatic and electrical tools and equipment, welding equipment. Powder actuated tools. Good housekeeping.
		Hand Tools	Selection, care and use of hammers, screwdrivers, wrenches, wood saws, hacksaws, chisels and drill bits (metal, wood, masonry), files, hand shears, hand drills, pipe cutting, threading, reaming, flaring and bending tools.
		Power Tools, Equipment	Care and use of portable pneumatic and electric drills, grinders, circular and sabre saws. Powder actuated tools. Pipe bending equipment (mechanical, hydraulic). Pipe cutting, reaming, threading equipment. Pedestal and bench grinders, abrasive cut-off tools. Grinding drill bits, cutting tools. Materials handling devices, scaffolds, ladders, ropes, cables, slings, hoists.
		Measuring Devices	Care and use of rules, tapes, builders' levels, calipers, micrometers, squares, straightedges, hand levels, plumb bobs.
6	Trade Practice	Erection Details	Heat source location. Direction and location of runs, risers, other features. Blueprint use, relevant codes, specifications.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
	Pipe Work	Ferrous Pipe and Tubing	Types and uses; wrought iron, genuine wrought iron, galvanized, seamless, welded seam, steel, stainless steel. Weights; standard-schedule 40, extra strong schedule 80, double extra strong-schedule 160. Nominal sizes and dimensions. Manufacturing methods, possible defects. Bending methods and allowances. Joining methods. Fitting types, sizes, uses. Threaded joints; pipe and fitting measurements, thread allowances, tolerances. Colour coding. Protection and storage.
		(Cutting, Reaming and Threading)	Pipe holding devices. Cutting oils. Hand and power cutting and reaming. Thread identification, usage, standard pipe threads. Hand and power threading procedures.
		(Fitting Joints)	Good piping practices. Assembly stresses, expansion and contraction. Thread lubricants. Making up pipe and fittings, installation and aligning.
		Non-ferrous Pipe and Tubing	Types and uses; brass, copper, aluminum, bronze, nickel, monel, other. Sizes and weights. Protection and storage. Bending methods and allowances. Types, sizes and uses of fittings. Joint types. Effects of condensate, electrolysis, expansion and contraction, capillary action, oxidation. Pipe cutting, reaming and threading procedures. Thread lubricants. Pipe and fitting measurements, thread allowances.
		(Making Joints)	Pipe and tubing practices. Brazing methods. Hard and soft soldering Silver soldering. Cleaning methods, fluxes. Heat application, working temperatures. Tube flaring methods.
		Non-metallic Pipe	Types, properties, sizes, uses; polyethylene, bituminized fibre, glass. Protection and storage. Types of joints. Pipe and fitting measurements, allowances. Cutting, reaming and flaring methods. Making cemented and fused joints; capillary action, expansion and contraction. Pipe bending methods, allowances, stresses.
		Hangers and supports	Building structure details; pipe runs and hanging methods, hanger types and spacing. Hanger rods; standard rod sizes and bolt threads, hand and power cutting and threading methods.
		(Installation)	Concrete construction; inserts and setting methods. Cutting and drilling concrete. Anticipating locations. Use of stud guns and pin drivers. Co-operation with other trades. Steel structures; clamp types, standard bolts and nuts. Drilling steel joists. Use of stud guns and pin drivers. Wood construction; types and uses of bolts, lag and wood screws. Joist drilling and cutting methods. Construction methods for pipe, angle and channel iron supports. Fabricated and welded supports. Vibration and isolation springs. Flexible connections; applications, installation, short circuiting.
		Flanged Joints	Types and advantages; flanged fittings, valves, unions, companion flanges. Flange bolt types, material, sizes, threads. Threading pipe for flanges and joints. Cutting pipe for welded flanges. Preparing threaded flanges; use of pipe vise, drift pins. Gaskets and gasket materials; cutting methods. Flanged joint assembly; wrenches, lubricants, alignment, bolt tightening sequence. Misalignment effects.
		Expansion Accommodating Theory and Methods	Types, making up, locating, installation. Swing and scissors joints; piping direction changes, determining offsets. Expansion loops and bends; standard pipe bends, calculations and bending methods for circle, U, expansion U, double offset U bends. Mechanical expansion joints; bellows and sleeve types, manufacturers specifications. Expansion joint anchors; location, expansion direction. Anchoring methods; before and after concrete pouring, steel construction, underground. Guide types; installation, manufacturers recommendations.
		Pipe Welding and Fabrication	Terminology. Safety practices. Relevant Boilers and Pressure Vessels Regulations, qualification tests. Welding and brazing rods, fluxes. Electrode types, classification, sizes, colour coding. Basic weld joints and symbols, pipe template development and use, plate and edge preparation, distortion prevention, stress relieving. Weld faults.
		(Oxyacetylene)	Equipment and operation; regulated pressures, flame types, purpose, adjustments. All-position welding and braze welding techniques. Manual torch cutting.
		(Arc)	A.C. and D.C. equipment types, operation, running maintenance. Polarity. Current requirements. Electrode selection factors. All-position single and multipass welding techniques.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
7	Hot Water Systems	Roughing-in Procedures	Unit layout and requirements, blue print use. Hot water heating theory; gravity and forced. System types; direct return, reverse return, monoflo, perimeter, radiant, heating and cooling, high temperature, snow melting, greenhouse heating. Advantages and disadvantages. Calculating quantities, pipe capacities, heat losses. Use of U factor and pipe sizing tables.
		Installing System	
		(Roughing-in Pipe)	Planning necessary cutting and sleeving. Co-operation with other trades. Piping methods for; one pipe, up feed and down feed systems, reverse return, perimeter, radiant and high temperature hot water heating. Grading supply and return. Typical takeoff connections. By-passing obstacles. Providing for pipe expansion; guiding, anchoring. Standard piping practices.
		(Zoning of System)	Zoning theory and heat requirements. Length of circuits and balancing. Provision of circulators.
		(High Temperature Hot Water Systems)	On site fabrication of special fittings. Venting. Special installation requirements. Pump types; water cooled. Expansion provision; guiding and anchoring, advantages and disadvantages. Safety precautions and hazards.
		Boilers	Sectional and package unit types; manufacturers specifications and rated capacities. Determining type and location from plans and specifications. Receiving, handling and erecting procedures for damage prevention, ease of maintenance. Making connections; headers (supply and return). Water supply; back syphonage prevention, provision for draining.
		(Boiler Trim)	Flow control valve. Operation of aquastats; single and multiple zone control. Safety features; pressure and temperature relief, pressure reducing (water), thermometers and location. Pressure gauge. Low water cut-offs. Circulators; types, necessity for use, water velocity, by-pass.
		(Hot Water Converters)	Types and operation; steam and water connections, pressure reduction (water and steam).
		Expansion Tanks	Locating considerations and purpose. Connections for venting, overflow, water level gauge, air inlet valve, open systems. Tank supports. Compression or cushion tanks; purpose, location, connections. Air charging. Water-logging effects. Closed systems. Air control; air charging valve, boilertrol and airtrol fittings. Venting of systems; purpose, methods, types of vents. Manual venting.
		Radiation	Radiation theory, types, sizing. Heat transfer. Venting. E.D.R. and M.B.H. Use of U factor tables. Hanging wall type radiators. Types of hangers. Fastening to masonry, concrete, wood frame construction. Piping connections for supply and return. Proper placement. Controls. Installing radiators or convectors, unit heaters, baseboard heating, radiant panels, heating and cooling units.
		Miscellaneous Procedures	Installing controls; relief valve, temperature gauges, flow control valves, pressure regulating devices, pressure gauges, automatic valves; electric and pneumatic. Electric and pneumatic radiator valves, thermostats, aquastats. Venting of systems. Manufacturers specifications. Relevant codes and regulations.
		(Firing of boilers)	Combustion theory. Fuel types; coal, oil, gas. Firing controls. Draft regulation. Safety precautions, and applicable regulations.
		(Testing System)	Testing methods. Noise elimination. Balancing system. Responsibilities to contractor and owner. Good housekeeping. Precautions against using oxygen for testing.
8	Low Pressure Systems	Installation Procedures	Layout and requirements of systems; gravity and mechanical types. Advantages and disadvantages. Use of blueprints, specifications, piping and steam tables. Heat and friction losses. Use of manufacturers design data. Effect of air in system. Piping installation techniques; preparing for sleeving and inserts, co-operating with other trades. Grading and anchoring. Accommodating expansion. Hangers and supports. Necessity for drips and location.
		Steam Mains	
		(Return Mains)	Theory of returns; dry and wet returns, sub-atmospheric, gravity pump. Making return and boiler connections; standard practice. Proper grading. Scale and dirt elimination.
		(Risers)	Taking off connections, supporting. Expansion provision. Up feed and down feed connections.
		(Special Accessories)	Interpreting specifications and certified drawings. Air elimination devices. Design and function of return traps, equalizers and bleeders. Safety requirements, applicable codes.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Low Pressure Boilers	Blueprint use for building details, location of various units. Interpreting manufacturers specifications. Boiler types and construction; fire tube, water tube, cast iron. B.T.U. ratings. Boiler horse-power. Boiler rating calculations. Heat loss causes. E.D.R. ratings. Provision for sufficient unit space, ease of maintenance. Boiler assembly sequence; good trade practices. Effects of air in system, elimination methods.
		(Connections and Trim)	Connections required for various heating systems. Steam headers; construction and purpose. Piping practices. Theory of return lines. Return headers. Safety practices. Trim installation; boiler code requirements. Local regulations. Manufacturers specifications. Safety equipment. Water feed connections; water pressure required and temperature effects, location of control and check valves. Water feeder types.
		(Cleaning and Testing)	Boiler operating procedures. Possible adjustments. Conditions requiring water treatment. Water testing and cleaning methods.
		(Operating and Start-up)	Electrical and fuel controls. Design and function of flues, breeching, chimney and draft controls. Safety practices. Instructions to owner. Peak boiler loads. Initial start-up procedures.
		Radiation	Position of units, building details. Use of blueprints and specifications. Radiation types; convectors, unit heaters. Wall hung radiators. Circulation. Heat loss factors. E.D.R. and B.T.U. ratings. Heat transmission; U factor tables. Piping connections.
		(Piping Connections)	Radiator valves; manual and automatic. Regulating fittings. Radiator traps; types, operation and maintenance, failure results. Venting radiation; manual and automatic air vents.
		(Steam Traps)	Ground floor and riser connections. Grading heating element. Length of branch run outs. 3-elbow swing joints. Grade on branches. Use of angle and vertical traps and valves, regulating fittings. Condensate eliminating methods. Riser expansion compensation. Down feed connections.
		(Bucket Traps)	Theory of condensation return, steam traps. Location, types, operation and sizing. Testing methods; failure causes and effects. Water hammer. Trap connections for wall hung, floor mounted and recessed radiation.
		(Return Trap or alternate Receiver)	Dripping of risers and steam mains. Connections for dry and wet returns. Boiler water level relationship. Thermostatic traps. Air elimination. Drip connections. Eccentric reducer use. Scale pockets; size and length. Connections for valve and strainer, float and thermostatic trap. Cooling legs. Expansion movement allowance.
		Unit Heaters	Theory and operation; installations requiring use. Piping and by-pass connections; necessary precautions.
9	High Pressure Systems	Steam Supply Installation	Operation of boiler return trap; piping connections. Piping connections to Hartfordloop and return main.
		Boilers and Accessories	Types and operation. Unit locations, building details, type of system and units. Hanging, supporting units, piping procedures. Conditions requiring recirculation ducts; sizing, E.D.R. ratings. Thermostat and starting switch operation, locating factors. Limit controls. Testing installation; adjusting controls, temperature fluctuation causes.
		(Boiler Trim)	Types and operation. Blueprint, specification and shop drawing use. Piping connections. Controls and damper linkage adjustments. Combing and cleaning.
		(Pipeline Accessories)	Building and boiler room details. Unit location, type, capacity, setting specifications. Fire tube and water tube boilers. Super-heaters, economizers, condensers, deaerators. Steam table use. Pressure regulation devices.
		(Exhaust Steam Equipment)	Use of specifications, schematic and working drawings. Applicable regulations. Piping connections to safety valves, blow-down valves, boiler header, gauges. Safety features; valves, low water cut-off. Blowdown valves, tanks and piping. Water columns. Steam separators. Fusible plugs; internal, external. Pressure gauge. Gauge glass.
		(Power Equipment)	Piping symbols; significance and use. Controllers and regulators. Expansion joints; anchoring and guides. Steam headers. Pressure reducing stations. Condensate elimination. Exhaust heads. Back pressure valves.
			Exhaust steam uses. Back pressure effects. Oil separators. Fluctuating pressure effect. Continuous service connections. Condensate elimination.
			Piping connections to steam engines, turbines, water heaters and process equipment in hospitals, kitchens, laundries.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		(Heating Equipment)	Installing water supply. Pump types; turbine, reciprocating, centrifugal. Water treatment. Float and thermal controls. Injector. Water softeners. Feed water heaters; open, closed types.
		(Firing of Boilers)	Combustion and fuels; coal, gas, oil. Firing, draft and combustion controls. Soot blower. Ash removal systems. Coal conveyors. Fuel supply; tower and bin feed stokers, light and bunker fuel oils, gas, pulverized coal. Oil piping and storage tanks. Oil pre-heater and pumping set types, connections.
		Return and Accessories	Condensate return; temperature, high pressure effects on piping and handling methods. Condensate cooler to vacuum return; specifications, piping and by-pass connections, air elimination. Flash tank to vacuum return; theory, piping connections, venting, types of controls. Designs and function of high pressure steam traps. Accumulator tanks; piping connections, venting methods, low return lines. Co-operation with electrical and plumbing trades. Designs of controls. Vacuum breakers.
10	Process Piping	Installation Procedures Piping	System requirements; blueprint and specification use. Action of chemicals on pipe materials. Pipe selection. Quantities, capacities, schedules for pressures. Pipe joining methods.
		Pumps	Types and location; centrifugal, rotary, reciprocating, injector. Vibration isolation. Base material, anchor bolt location and measurement checks. Pump shaft alignment with driving mechanism. Pump lubrication, seals, rotation. Volume and pressure rating tests. Leak detection.
		Valves	Location, type and construction; gate, globe, plug, cylinder, check, ball, butterfly, needle. Operating methods; manual, motorized, pneumatic, hydraulic. Use for controlling material flow, safety, automatic control, metering, venting, vacuum breaking. Valve servicing procedures.
		Miscellaneous Systems (Automatic Sprinkler)	Regulations, codes. Locating, sizing pipe, sprinkler heads. Wet and dry systems.
		(Heating and Cooling)	Piping systems. Free-standing heating and cooling coils. Controls. Place and set industrial equipment; cooling towers, absorption units, condensers and compressors.
		(Control Systems)	Purpose of various controls, sensing devices, thermostats, aquastats, humidistats.
		(Gas)	Piping systems for air, natural or manufactured gas, oxygen, acetylene, nitrogen, carbon dioxide, carbon monoxide. Applicable regulations and codes. Proper installation procedures, hanging, insulation, moisture elimination, material selection, special equipment.
		(Testing and Purging)	Local codes. Pressure requirements and procedures. Manufacturers specifications.
11	Pumps	Installation	Types and theory. Locating position. Conditions requiring pump use. Other trades co-operation. High temperature effects. Piping procedures. Alignment. Noise and vibration elimination.
		Condensate and Circulating Pumps	
		(Boiler Feed Pumps)	Required boiler water level. Return connections. Make-up water supply. Multiple boiler installations. Duplex pump connections. Suction head. Safety features. Vibration isolation.
		(Pump Discharge)	Length of discharge run. Sizing; use of friction loss tables. Pump pressure head calculations.
		(Testing and Servicing)	Manufacturers specifications. Pump failure causes and effects. Lubrication, cooling, adjustments. Pump alignment and rotation. Electrical requirements.
		Vacuum Pumps	Types and operation. Location requirements. Heating system type. Condensate and vacuum system theory. Steam and condensate temperatures. Requirements for high pressure steam systems. Co-operation with electrical trade. Use of manufacturers specifications, working drawings. Installation and piping procedures. Discharge pipe sizing, friction loss. Pump negative and positive pressure. Boiler pressure. By-pass connections. Venting. Vacuum pump testing methods. Control adjustments; high and low limits. Noise and vibration elimination.
		(Lift Fittings)	Theory. Steam pressure and vacuum. Water hammer. Lift fitting types and connections.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
12	Controls and Valves	Installation Procedures	Location of units. Use of plans, blueprints, specifications, symbols. Valve designs and operation; manual, automatic. Piping connections; alignment and support. Location relationship to controlled unit. By-pass. Direction of flow effects. Co-operation with electrical trade. Circulator control. Testing controls; valve opening and closing methods, noise elimination, common faults and adjustment. Safety procedures.
		Operating Controls	
		Safety Controls	System requirements, location of units. Safety controls, designs and operation; pressure reducing, temperature and humidity control, pressure relief, pressure regulating, steam control, check and non-return. Alignment and support. Direction of flow effects. Gauges; principles, manufacturers specifications. Local regulations, boiler codes. Motorized feed water control valve. Indoor-outdoor controls.
		(Pneumatic Controls)	System theory and operation. Compressors. Controllers. Controlled devices; fans, dampers, valves. Control panels. Pressure regulating control. Piping connections.
		(Valve Testing)	Correct operating characteristics. Common faults, necessary adjustments. Preventive maintenance.
13	Equipment Maintenance and Repair	Valves	Design and function of components. Packing types and purpose. Valve service ratings. Deterioration causes; pressure, temperature, corrosion, improper use, wire drawing. Trouble shooting, evaluating conditions. Repair and adjustment procedures. Preventive maintenance.
		Boilers	Operation and servicing; conditions and symptoms. Safe shut down procedures; normal, emergency (low water, relief valve failure). Cleaning methods; blowdown, scale removal. Boiler compounds. Water treatment. Manufacturers specifications.
		(Controls)	Cleaning and adjustment procedures. Boiler codes. Safety valves. Low water cut-off. Water columns. Automatic water feeder. Feed-water pump control. Firing and limit controls.
		(Fuel Quality)	Testing procedures. Characteristics of fuels and combustion. Elimination of combustion products. Chimney effect. Flues and breeching.
		(Repair or Replacement)	Economics and comparative costs. Safety considerations. Working with other trades.
		Heating Systems	Operation of systems. Trouble shooting procedures; common problems, causes, effects. Routine tests. Power source related problems. Isolating trouble. Shut down procedures; effects, local conditions, building type, usage. Protecting water coils and piping against freezing; draining, use of anti-freeze.
		(Steam Supply)	Adjusting to overcome related troubles; failure of controls, corrosion and scale, riser drips, steam pressure, venting, location of thermostats, building construction changes.
		(Return Lines)	Adjusting to correct trap failure, sagging or low spots, insufficient vacuum, corrosion and scale, condensate return to boiler.
14	Underground Distribution Systems	Pipework	Underground system types; ric-wil, ebco, clay pipe installation, trycilite, durante, others. Installation methods. Curing, testing. Backfilling (materials). External corrosion of casings. Cathodic protection. Trenchwork safety precautions.
15	Rigging	Scaffolding and Ladders	Types, uses, safe handling, erecting and securing methods. Clearance from high voltage lines. Building and safety codes. Care and maintenance.
		Hoists	Types and use of chain hoists, rope blocks, winches, tripods. Anchoring hoists. Safe loads. Gin pole. Hooks. Air tuggers. Snatch blocks. Care and maintenance.
		Placing Equipment	Jacking, blocking procedures. Use of rollers. Lowering, raising and handling. Standard hoist signals.
		Ropes and Slings	Rope and cable sizes, materials, load capacities. Sling fabrication. Rope splicing, cable clamping, Knot tying.

Schedule 2

STEAMFITTER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
1	Trade Practice (As detailed in Schedule 1)	General	Safety rules and removal of all hazards. The <i>Workers' Compensation Act</i> , the <i>Building Code Act</i> , the <i>Boilers and Pressure Vessels Act</i> , the <i>Energy Act</i> and the regulations thereunder. The <i>Occupational Health and Safety Act</i> . Care and use of hand and portable power tools and equipment, measuring devices. Pipe work (ferrous, non-ferrous and non-metallic); cutting, reaming, threading, bending, flaring. Making, fitting and installing joints, flanges, expansion joints, hangers and supports. Pipe and tubing welding, cutting, brazing and soldering.
2	Hot Water Systems	Installing Systems Boilers Expansion Tanks Radiation Miscellaneous Operations	Familiarization with gravity and forced hot water heating theory and types of systems. Roughing-in piping. Zoning and balancing systems. High temperature hot water systems. Setting and erecting sectional and package units. Making boiler connections. Installing boiler trim, circulators, hot water converters. Installing expansion, compression and cushion tanks. Venting systems. Familiarization with radiation theory. Installing radiators and convectors, unit heaters, base board heating, radiant panels, heating and cooling units. Installing controls. Firing of boiler. Testing system. Balancing. Noise elimination.
3	Low Pressure Systems	Installing Systems Boilers Radiation Steam Traps Unit Heaters	Familiarization with gravity and mechanical systems, theory of returns. Installing steam mains, return mains, risers. Special accessories. Installing low pressure boilers. Boiler connections. Installing boiler trim. Making water feed connections. Cleaning and testing boiler, operating and initial start-up. Water tests and treatment. Installation of convectors, wall hung radiators. Radiator valves, traps. Manual and automatic venting. Piping connections. Installing and testing steam traps. Dripping of risers and steam mains. Installing bucket traps, return traps, alternate receivers. Installing unit heaters, cabinet heaters and window units. Thermostats. Testing installations.
4	High Pressure Systems	Steam Supply Return and Accessories	Installing boilers and accessories, boiler trim. Pipeline accessories. Exhaust steam equipment. Piping connections to steam engines, turbines, water heaters and process equipment in hospitals, kitchens, laundries. Installing water supply to heating equipment; pumps, controls, injector. Feedwater heaters. Water treatment. Water softeners. Firing of boilers. Installing condensate return, condensate cooler to vacuum return, flash tank to vacuum return, accumulator tanks.
5	Process Piping	General	Selecting and installing pipe to carry various materials. Pump installation, alignment and testing. Valve installation and servicing. Installing wet and dry automatic sprinkler systems to relevant codes. Heating and cooling piping systems and controls, cooling towers, absorption units, condensers and compressors. Miscellaneous gas piping systems. Testing and purging in accordance with relevant codes and specifications.
6	Pumps	General	Installing condensate, circulating and boiler feed pumps, pump discharge. Testing and servicing. Installing vacuum pump and testing. Installing lift fittings.
7	Controls and Valves	General	Installing operating controls and testing. Installing safety controls and accessories. Pneumatic control systems. Valve testing.
8	Equipment Maintenance and Repair	Valves	Evaluating deterioration. Repairing, repacking, reseating, adjusting, lubrication. Preventive maintenance.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Experience Training
		Boilers	Servicing operations; familiarization with operation, conditions and symptoms, safe normal and emergency shut down. Cleaning boilers; blowdown, scale removal, boiler compounds and water treatment. Cleaning and adjusting boiler controls. Fuel quality tests. Economical and safe boiler repairs or replacement.
		Heating Systems	Familiarization with types and operation. Isolating trouble. Shutting down systems. Protecting against freezing. Correcting steam supply and return line troubles. Servicing pressure reducing and regulating valves; temperature, flow and zone control valves. Condensate receivers, cushion tanks, altitude gauges, circulation pumps, thermometers. Repairing valve and expansion joint leaks.
9	Underground Distribution Systems	Pipework	Familiarization with system types and installation. Curing, testing, backfilling. Cathodic protection of casings.
10	Rigging	General	Erecting scaffolding and ladders. Use of hoists, ropes, cables, slings. Placing equipment, use of hand signals. Care and maintenance of rigging equipment.

R.R.O. 1980, Reg. 59, Sched. 2.

REGULATION 1080**TOOL AND DIE MAKER****1. In this Regulation,**

“certified trade” means the trade of tool and die maker;

“tool and die maker” means a person who,

- (a) sets up and operates to prescribed tolerance, engine lathes and milling, grinding, drilling, sawing and boring machines,
- (b) reads and interprets blueprints, operation and product-related reference charts and tables and selects mechanical measuring, checking and layout tools and devices,
- (c) performs measuring, checking and layout operations and selects work piece materials and the required cutting tools and abrasives for metal removal operations,
- (d) performs metal removing operations using hand and power tools and selects work piece clamping and holding devices and product-related components,
- (e) performs finishing and assembly operations on dies and sets up dies on presses for testing purposes, and
- (f) manufactures component parts and assemblies and tests tools, jigs and fixtures,

but does not include a person or class of persons in a limited purpose occupation that in the opinion of the Director does not equate with the definition of tool and die maker. R.R.O. 1980, Reg. 60, s. 1.

2. The trade of tool and die maker is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 60, s. 2.

3. An apprentice training program is established for the certified trade and shall consist of four periods of related training and work experience training of 2,000 hours per period,

- (a) at full-time educational day classes provided at a location approved by the Director or in courses that in the opinion of the Director are equivalent thereto in each of the units of study contained in Schedule 1; and

(b) work experience training provided by the employer of the apprentice in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 60, s. 3.

4. The subjects of examination for an apprentice in the certified trade are the units of study contained in Schedules 1 and 2. R.R.O. 1980, Reg. 60, s. 4.

5. The rate of wages for an apprentice in the certified trade, whether for the apprentice's regular daily hours of work or for hours of work in excess of the apprentice's regular daily hours of work, shall be not less than,

- (a) 50 per cent during the first 1,000 hours of related training and work experience;
- (b) 55 per cent during the second 1,000 hours of related training and work experience;
- (c) 60 per cent during the third 1,000 hours of related training and work experience;
- (d) 65 per cent during the fourth 1,000 hours of related training and work experience;
- (e) 70 per cent during the fifth 1,000 hours of related training and work experience;
- (f) 75 per cent during the sixth 1,000 hours of related training and work experience;
- (g) 80 per cent during the seventh 1,000 hours of related training and work experience; and
- (h) 85 per cent during the eighth 1,000 hours of related training and work experience,

of the average hourly rate of wages or its equivalent for journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1980, Reg. 60, s. 5.

6. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional journeyman employed by that employer in the trade and with whom the apprentice is working; and

- (b) where the employer is not a journeyman in the trade, one apprentice for each journeyman employed by that employer in the trade and with whom the apprentice is working. R.R.O. 1980, Reg. 60, s. 6.

7. Despite section 6, on the recommendation of the provincial advisory committee or a local apprenticeship committee appointed under the Act for the certified trade, the Director may determine the ratio of apprentices to journeymen who may be employed by an employer in the certified trade. R.R.O. 1980, Reg. 60, s. 7.

8. The Director shall issue a progress record book to an apprentice for the purpose of recording the apprentice's related training and work experience training time and the apprentice shall be responsible for keeping the progress record book up to date and for its safekeeping. R.R.O. 1980, Reg. 60, s. 8.

9. An applicant for a certificate of qualification in the certified

trade who is required to satisfy the Director under clause 10 (4) (b) or (c) of the Act shall submit to the Director, proof of experience within the trade that, in the opinion of the Director, is equivalent to work experience training described in the units of study contained in Schedule 2. R.R.O. 1980, Reg. 60, s. 9.

10.—(1) Subsection 10 (2) of the Act does not apply to a person who works or is employed in the certified trade.

(2) Subsection 10 (3) of the Act does not apply to an employer in the certified trade. R.R.O. 1980, Reg. 60, s. 10.

11. Section 5 of Regulation 1055 of Revised Regulations of Ontario, 1990 does not apply to the certified trade. R.R.O. 1980, Reg. 60, s. 11.

12. A certificate of qualification in the certified trade is not required to be renewed. R.R.O. 1980, Reg. 60, s. 12.

Schedule 1

TOOL AND DIE MAKER

In-School Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be given
1	Safety	Safe work habits. Protective clothing and equipment.
2	Blueprint Reading Reference Charts and Sketching	Interpretation of blueprints, reference charts and sketching.
3	Hand Tools and Benchwork	Care and use of hand tools. Fasteners and their application.
4	Measuring Tools	Care and use of precision measuring devices.
5	Trade Calculations	Calculation of geometrical values, ratios and formulae.
6	Layout	Care and use of layout tools. Surface preparation and layout techniques.
7	Metallurgy	Heat treatment of ferrous metals including furnace and torch hardening, cyaniding and hardness testing. Chemical and physical properties and identification of ferrous, non-ferrous and plastic materials.
8	Power Tools	Drilling, reaming, tapping, knurling, lapping, boring procedures. Set up and operate power hack-saws, vertical band saws, radial drill presses, engine lathes, horizontal boring mills, horizontal cylindrical universal and tool and cutter grinders. Set up and operate metal filing, universal pantograph and automatic duplicator, milling machines. Set up and operate numerical controlled machine tools and Electrical Discharge machines.
9	Tool and Die Making	Tool and die making operations, special hand/power tools and assembly procedures.

R.R.O. 1980, Reg. 60, Sched. 1.

Schedule 2

TOOL AND DIE MAKER

Work Experience Training

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be given
1	Safety	Knowledge and application of safe work practices; recognition of hazards and precautionary measures.
2	Shop Techniques/Practices	Care and use of hand, bench and portable power tools, jigs and fixtures, precision measuring equipment. Application of tool geometry, twist drills, tool bits, cutters and abrasives, edges, clearances and angles.

ITEM	COLUMN 1	COLUMN 2
	Unit of Study	Instruction to be given
3	Power Saws	Machine nomenclature, care and use of reciprocating, circular band, vertical cut-off saws. Speeds and feeds. Coolants. Blade replacement.
4	Radial and Drill Presses	Set up and operation, speed, feed and coolant. Function and purpose; i.e., drilling, countersinking, spot facing, reaming, boring, counterboring, lapping, polishing, tapping, grooving, flycutting.
5	Lathes	Set up and operation, use of accessories, speed, feed, coolants, centering, drilling, turning, boring, counterboring, reaming, threading, tapping, knurling tapers, lapping.
6	Pantograph Milling Machine	Set up and operate Pantograph, engraving cutters, copy mill contoured surfaces, engrave symbols.
7	Duplicator Milling Machine	Set up and operate Duplicator, copy mill contoured surfaces.
8	Metal Filing Machine	Set up and operate Filer, select file, machine file surfaces/shapes.
9	Numerical Controlled Machines	Program, set up and operate numerically controlled machine tools.
10	Electrical Discharge Machine	Develop electrodes, set up and operate electrical discharge machine, discharge machine surfaces/shapes.
11	Hand/Power Tools Operation	Select and use portable hand/power devices to drill, grind, polish, burr, hone surfaces, shapes and holes.
12	Mechanical Assembly	Assemble keyed, dowelled, force fitted, slide/locational fitted, and running fitted components. Assemble rack/pinion, cam/follower combinations.
13	Tool and Die Making Operations	Read Tool and Die Component and Assembly and part/producer prints including tables/charts. Calculate Tool and Die Related Values. Select Tool Steels. Read jig and fixture component prints, assembly prints, part/product prints. Lay out jig and fixture components and details. Set up punch press. Assemble jigs and fixtures. Assemble press Dies. Operate punch press. Try out dies. Develop blanks. Select abrasive hand stones. Select polishing abrasive powders/compounds. Select abrasive powder/compound hand applicators. Select abrasive powder/compound hand/power applicators/hand power finish die surfaces. Hand finish Die surfaces. Torch flame harden and temper dies.
14	Milling Machines	Horizontal, Vertical, Universal, Ram and Turret Type. Horizontal Boring Mill and accessories. Set up and operation, speed, feed, coolants, work piece holding, mounting, milling operations, keyways, angles, splines, slots, gears, cams, contour spirals.
15	Grinders and Grinding Accessories	Horizontal Surface, Cylindrical, Universal, Tool and Cutter. Set up and operation, speed, feed, coolants, wheel and form dressing, machine grinding.

R.R.O. 1980, Reg. 60, Sched. 2.

REGULATION 1081**TRANSMISSION MECHANIC****1. In this Regulation,**

“certified trade” means the trade of transmission mechanic;

“motor vehicle” means a vehicle propelled by an internal combustion engine, or a vehicle operated or controlled from a vehicle propelled by an internal combustion engine, that is registered for use on a highway under the *Highway Traffic Act* and is used primarily for the transport of persons, equipment or goods but does not include a vehicle,

- (a) operated only on rails,
- (b) used for transportation solely within an employer's actual place of business, or
- (c) used for farming operations but not used for carrying a load;

“transmission mechanic” means a person engaged in the repair and maintenance of motor vehicles who inspects, maintains and repairs motor vehicle transmissions. R.R.O. 1980, Reg. 61, s. 1.

2. The trade of transmission mechanic is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 61, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and
- (b) in practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 61, s. 3.

4.—(1) Subject to subsections (2) and (3), an apprentice shall

complete three periods of training and instruction of 1800 hours per period.

(2) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he or she shall complete three periods of training and instruction of 1600 hours per period.

(3) Where the apprentice is the holder of an Ontario Secondary School Graduation Diploma majoring in auto mechanics or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, he or she shall complete three periods of training and instruction of 1200 hours per period. R.R.O. 1980, Reg. 61, s. 4.

5. Any person who,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade,

is exempt from subsection 10 (2) of the Act. R.R.O. 1980, Reg. 61, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular daily hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, if the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 61, s. 6.

7. The subjects of examination for an apprentice are the subjects set out in Parts 1 and 2 of the Schedule. R.R.O. 1980, Reg. 61, s. 7.

Schedule

TRANSMISSION MECHANIC

PART 1

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	Mathematics	Arithmetic Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes. Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	Safety Hand Tools Power Tools Benchwork Operations Measuring Instruments Fastening Devices	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of firefighting equipment. Handling of gasoline, oils and cleaning solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping. Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, vises, drill bits, reamers, taps and dies. Stud extractors. Hones. Care and use of portable air and electric drills, grinders and impact tools. Cutting with hacksaw, filing, scraping, drilling; use of drill press. Use of benchgrinder; grinding of drill bits, chisels, etc. Fitting bushings, honing, cutting and flaring tubing. Soldering. Gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment. Use of rules, straight edges and squares. Feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators and pressure gauges. Types of bolts, nuts, studs, screws, and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		General Shop Equipment	<p>Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.</p> <p>Types, purpose, capacities and correct usage of floor cranes, hoists, jacks, stands, hydraulic presses, pullers. Operation and maintenance of degreasing and steam-cleaning equipment.</p>
6	Internal Combustion Engines	<p>Principles and Types</p> <p>Engine components</p> <p>Lubrication Systems</p> <p>Cooling Systems</p> <p>Fuel Systems</p> <p>Fuel Injection Systems</p> <p>Fuel Systems (Liquefied Petroleum Gas)</p>	<p>Principles of operation. 2 stroke and 4 stroke cycles. Engine types—single and multi-cylinder. Inline, "V" types, slanted, horizontal, etc.</p> <p>Function of major engine components. Heat dissipation, effects of cylinder wear and defective valves on engine performance. Vacuum and compression tests.</p> <p>Types and function of lubricating systems. Characteristics of lubricants: Detergent, non-detergent. S.A.E. viscosity ratings, A.P.I. classification. Additives.</p> <p>Air and liquid cooled systems. Temperature indicating and controlling devices. Automatic transmission coolers. Purpose, testing and hazards of pressurized systems. Coolant, additives, sealers and anti-freeze.</p> <p>Principles of carburetor operation, circuits and systems. Operating characteristics of an engine attributable to the carburetor. Effects of carburetor adjustments on engine performance and automatic transmission operation. Use of tachometers and vacuum gauges. Engine speed settings; adjustments to operating linkage and effect on automatic transmission operation. Effects of dash pots, throttle return checks, anti-stall devices on engine operation.</p> <p>Principles of operation. Differences between gasoline and diesel systems. Shutting down runaway engines.</p> <p>Types, characteristics, use and operation of L.P.G. systems.</p>
7	Electrical Systems	<p>Basic Electricity</p> <p>Automotive Electrical Circuits</p> <p>Batteries</p> <p>Primary Circuit Switches and Resistors</p> <p>Primary and Secondary Circuits</p> <p>Starter Motors</p>	<p>Definition of amperes, voltage, resistance, Ohm's Law. Electron flow, electromagnetism. Series and parallel circuits. Voltage drop. Use of voltmeters, ammeters and ohmmeters. Conductors and insulators.</p> <p>Automotive wire and cables. Insulation materials. Joining, splicing and soldering wires and cables. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections. Resistances and fuses. Identification, tracing and testing of circuits.</p> <p>Principles, and function of lead acid batteries. Inspection and testing. Charging methods; hazards involved.</p> <p>Types, function and characteristics. Safety features—automatic transmission protection.</p> <p>Equipment and procedures for testing primary and secondary circuits. Effects of defective primary and secondary circuits on vehicle operation. Effects of suppression equipment on tests.</p> <p>Motor solenoids and switches. Solenoid circuits. Neutral safety switch.</p>
8	Power Trains	<p>Clutches</p> <p>Standard Transmissions</p>	<p>Characteristics and construction features; single plate, multi-plate. Function of controls: mechanical, hydraulic, vacuum, air and electrically operated. Adjustments. Removal, disassembly, inspection and overhaul of clutches and components. Cleaning methods. Assembly lubricants. Clutch reinstallation. Aligning procedures. Control adjustment. Clearances. Testing.</p> <p>Characteristics of spur gears, planetary gears (overdrives). Synchronizing mechanisms, over-running clutches, dog clutches and internal shift mechanisms. Characteristics of manual shift transmissions (passenger and commercial vehicles), over-drive units, and auxiliary transmissions. Gear ratios. Transmission control mechanisms; direct, remote and assist mechanisms. Servicing and adjusting. Lubrication. Oil sealing and venting. Removal of transmissions and controls. Construction features of transmission components. Overhauling transmissions, linkages and controls. Cleanliness. Inspection procedures. Serviceability of parts and components. Maintaining operating relationship of parts. Gear and spline fits. Reinstallation and adjusting controls. Testing.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
		Automatic Transmissions	Characteristics and construction features of automatic transmissions. Transmission cooling. Mechanical, electrical, vacuum operated controls. Principles of operation of planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings and torque converters. Hydraulic components and circuits. Transmission fluids. Draining, refilling, and level checking procedures. Oil seals and vents. Shop test procedures; performance characteristics: shifting, non-shifting. Specifications. Band and linkage adjustments, control settings, checking external connections and fluid levels prior to tests. Effects of defective engines, related components and worn parts on transmission operation. Tools and testing equipment. Pressure testing transmission oil circuits; interpretation of results. Locating fluid leaks. Fluid characteristics due to burnt clutch or band linings. Air testing transmission circuits and units with controls partially disassembled. Stall testing transmissions. Testing oil—coolers. Effects of leaks. Results of introducing air into pressure circuits. Overhauling automatic transmissions. Pre-disassembly inspection. Removal and replacement. Tools and equipment for handling and lifting automatic transmissions. Gauges and test equipment. Marking and protecting parts during disassembly. Cleanliness. Cleaning solvents. Inspection of parts. Tolerance specifications. Fits and clearances. Torquing procedures. Air testing components on reassembly. Road and dynamometer tests.
		Drive Shafts	Characteristics of open drive shafts, support bearings, universal joints, slip joints and enclosed drive lines. Disassembly, overhaul or relubing, reassembly and reinstallation. Torquing. Effects of imbalance.

PART 2

Work Instruction and Experience

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction To Be Given
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices, general shop equipment. Bench-work operations. (As detailed in Part 1.)
2	Internal Combustion Engines	Engine Operation	Familiarization with characteristics of correctly functioning engines. Use of dynamometers, analyzing and test equipment and road tests to diagnose engine malfunction and faults in cooling, fuel and electrical systems, affecting power assisted clutch—standard transmission operation, automatic transmission operation, for corrective action.
3	Power Trains	Clutches	Single and multiplate; mechanical, hydraulic, vacuum, air and electrically operated controls; servicing and adjustment. Removal, disassembly, cleaning, inspection, overhauling and reinstallation. Control adjustments and clearances. Testing.
		Standard Transmissions	Standard transmissions; direct and remote controls, power assist mechanisms, over-drives, auxiliary drives. Servicing and adjustment. Removal, disassembly, cleaning, inspection, overhaul and reinstallation. Control adjustments. Lubrication. Testing.
		Automatic Transmissions	Shop testing; preliminary band and linkage adjustments; mechanical, electrical and vacuum control settings; checking of external connections and fluid levels. Familiarization with performance characteristics and specifications. Pressure testing transmission oil circuits; locating fluid leaks; interpretation of results. Air testing circuits and units (controls partially disassembled). Testing oil coolers. Stall testing automatic transmissions. Transmission removal. Pre-disassembly inspection. Disassembly, cleaning, inspection and overhaul procedures for planetary gears, friction clutches, over-running clutches, servos, bands and drums, fluid couplings, torque converters and hydraulic components. Torquing procedures. Air testing components on reassembly. Reinstallation of transmissions; control adjustments and settings. Road and dynamometer testing.
		Drive Shafts	Open drive shafts, support bearings, universal joints, slip joints. Enclosed drive lines. Removal, disassembly, overhaul, reassembly and reinstallation. Torquing.

REGULATION 1082**TRUCK-TRAILER REPAIRER****1. In this Regulation,**

"certified trade" means the trade of truck-trailer repairer;

"truck-trailer" means any type of trailer vehicle, including a single or multi-axle semi-trailer whereby part of the load is carried on the tractor unit by means of the upper and lower coupler assembly, and a full load bearing trailer, normally hauled by a truck unit, that is registered for use on a highway under the *Highway Traffic Act* and is used primarily for the transport of equipment or goods but does not include a vehicle,

- (a) used for transportation solely within an employer's actual place of business, or
- (b) used for farming operations but not used for carrying a load;

"truck-trailer repairer" means a person engaged in the repair and maintenance of truck-trailers who,

- (a) disassembles, adjusts, repairs and reassembles suspension systems, including bogies, axles, wheels, and rims, brake systems and electrical systems,
- (b) inspects, repairs and realigns frames,
- (c) inspects and repairs appurtenances such as tow-bars, hitches, turntables, landing gear and upper couplers, and
- (d) inspects, tests, adjusts, overhauls and replaces truck-trailer refrigeration system components, electrical circuits, pressure lines and fittings, and installs and removes truck-trailer refrigeration systems. R.R.O. 1980, Reg. 62, s. 1.

2. The trade of truck-trailer repairer is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 62, s. 2.

3. An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in classes that, in the opinion of the Director, are equivalent thereto; and

- (b) practical training and instruction provided by an employer of the apprentice,

in the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 62, s. 3.

4.—(1) Subject to subsection (2), an apprentice shall complete three periods of training and instruction of 1800 hours per period.

(2) An apprentice who is the holder of an Ontario Secondary School Graduation Diploma or has Ontario Grade 12 standing in English, Mathematics and Science or has such other academic qualification that, in the opinion of the Director, is equivalent thereto, shall complete three periods of training and instruction of 1600 hours per period. R.R.O. 1980, Reg. 62, s. 4.

5. A person is exempt from subsection 10 (2) of the Act if he or she,

- (a) applies in the prescribed form for apprenticeship in the certified trade; and
- (b) becomes an apprentice in the certified trade within three months after commencing to work in that trade. R.R.O. 1980, Reg. 62, s. 5.

6. The rate of wages for an apprentice in the certified trade whether for regular daily hours or for hours in excess of regular hours shall not be less than,

- (a) 50 per cent during the first period of training and instruction;
- (b) 70 per cent during the second period of training and instruction; and
- (c) 90 per cent during the third period of training and instruction,

of the average rate of wages for journeymen employed by the employer in that trade or, where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area. R.R.O. 1980, Reg. 62, s. 6.

7. The subjects of examination for an apprentice are the subjects set out in Schedules 1 and 2. R.R.O. 1980, Reg. 62, s. 7.

Schedule 1**TRUCK-TRAILER REPAIRER****In-School Training**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics	Arithmetic Geometry	Addition, subtraction and division of whole numbers and fractions, ratio and proportion, areas and volumes. Lines, planes and angles.
2	Science	Physics Mechanics	Basic laws and principles, formulae. (Given as required in shop instruction.)
3	English	Basic Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders. Interpretation and use of manufacturers' manuals.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
4	Drafting	Basic Drafting and Interpretation	Preparation of elementary working drawings and dimensioned sketches of automotive components. Interpretation of exploded drawings, electrical and hydraulic circuits and schematics used in manufacturers' manuals.
5	General Shop Practice	<p>Safety</p> <p>Hand Tools</p> <p>Power Tools</p> <p>Benchwork</p> <p>Measuring Instruments</p> <p>Fastening Devices</p> <p>General Shop Equipment</p>	<p>Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling of gasoline, oils, paints, thinners and solvents. Danger of carbon monoxide fumes. Correct use of lifting and hoisting equipment. Good housekeeping.</p> <p>Selection and use of hammers, punches, chisels, pliers, wrenches, sockets, screwdrivers, hacksaws, files, drifts, scrapers, snips, clamps, vises, drill bits, reamers, taps and dies. Stud extractors. Hones. Care and use of wood-working tools—saws, planes, mallets, chisels, wood drill bits, rasps. Care and use of body-working tools—hammers, dollies, picks, panel cutters, body-files. Paint brushes, spray guns.</p> <p>Care and use of portable air and electric drills, screwdrivers, grinders, disc sanders, orbital sanders, belt sanders, impact tools, nibblers, skil-saws.</p> <p>Cutting with hacksaw, filing, scraping, drilling wood and metal; use of drill press. Use of bench grinder; grinding drill bits, chisels. Fitting bushings, honing, cutting and flaring tubing. Soldering, gasket making. Oxy-acetylene and arc welding and cutting. Brazing techniques. Care and maintenance of welding equipment.</p> <p>Use of rules, straight edges, squares, feeler gauges, calipers, verniers, micrometers, telescopic gauges, dial indicators, pressure gauges, trammel gauges.</p> <p>Types of bolts, nuts, studs, screws and tube fittings. Thread identification and classification. Tensile strengths. Installation procedures. Tightening torques. Cutting internal and external threads. Removing broken studs. "Heli-Coil" inserts. Types of rivets, keys, springs, flat and lock washers, snap rings, circlips, cotter pins. Installation and removal. Thread lubricants, sealers and locking compounds.</p> <p>Capacities and correct usage of floor cranes, hoists, jacks, stands, pullers, hydraulic presses, power hacksaws; circular and cut-off saws, bandsaws, jointers and planers. Lumber selection and storage. Sawing, ripping, planing, jointing, shiplapping. Maintenance of equipment. Operation and maintenance of steamcleaning and degreasing equipment and air compressors.</p>
6	Truck-Trailer Suspension Systems	<p>Suspensions</p> <p>Trailer Axles</p> <p>Axle Bearings</p> <p>Wheels and Rims</p> <p>Tires and Tubes</p>	<p>Types and characteristics. Leaf-spring, torsion bar, rubber and air cushion; single, tandem and multi-axle. Hangers and suspension control rods, articulated torque beams, compensators, trunnion pivots. Trimming suspension mountings. Overhauling suspensions and related components. Assembly realignment. Removing and installing compressed springs and related parts. Replacing bushings; maintaining preloading. Removing and installing torsion bars. Torquing suspension components. Lubrication. Handling heavy preloaded components.</p> <p>Types and characteristics. Semi and full load bearing trailers. Towbars, hitches and turn-tables. Landing gear. Inspection. Effects of misalignment, incorrect tire sizes and pressures on trailer operation. Removing, overhauling and installing axles and related components; towbars, hitches, turn-tables and landing gear. Hazards involved.</p> <p>Types and characteristics. Removing, relubing, replacing, adjusting or torquing. Characteristics of oil seals. Replacement methods.</p> <p>Types and characteristics. Single and duals. Wheel and rim removal and installation. Wheel wrenches. Handling heavy wheel and tire assemblies. Wheel to hub fastening and locating devices. Inspecting and servicing wheels and rims. Permissible run-out.</p> <p>Types, characteristics; size and application. Demounting and mounting. Equipment and lubricants used. Repair of tires, tubes and valves. Tire inflation precautions. Inspection; identification of tire wear, damage and faults; effects of misalignment. Tire rotation. Retreaded tires.</p>

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
7	Truck-Trailer Frames	Standard Trailer Frame	Types, construction, materials and characteristics of semi-trailer and trailer frames. Effects of damaged frames. Inspection. Measuring tools and equipment; straightening and alignment equipment. Frame realignment methods and hook-ups. Cross-member replacement techniques. Methods of riveting, welding and bolting frame members. Reinforcement and bracing. Removal and installation of 5th wheel pin. Heat straightening frame members. Effects of improper repair or modification of frames. Hazards of improper use of equipment.
		Unitized Construction	Types and characteristics of unitized body-frames and suspension mountings. Unitized frame damage. Inspection. Measuring tools and equipment. Effects of underbody damage on tractor-trailer operation. Use of straightening and alignment equipment. Replacement and realignment of underbody sections. Heat straightening. Sealing, painting and insulating after repairs.
8	Truck-Trailer Brake Systems	Trailer Brakes	Types, function and principles of brake actuating devices and brake operating systems; vacuum suspended, air, air-hydraulic, electric. Operation of system components; air compressors, reservoirs; emergency relay valves, treadle controls, limiting quick release valves, 2-way valves, tractor protection valves, check valves, low pressure indicators, flexible hoses and fittings. Operation of brake assemblies; brake chambers (piston and diaphragm), slack adjusters, brake shoes and linings, combination linings, anchor pins, camshafts and rollers, actuating wedges. Effects of defective trailer brakes. Inspection, overhaul, reassembly, adjustment and testing of brake assemblies and systems. Servicing intervals. Checking for external leaks. Reassembly lubrication. Relining brake shoes. Reconditioning brake drums.
9	Truck-Trailer Electrical Systems	Basic Electricity	Definition of amperes, voltage, resistance, Ohm's Law. Electron flow. Electro-magnetism. Typical series and parallel circuits. Voltage drop. Use of voltmeter, ammeter and ohmmeter. Conductors and insulators. Ground circuits.
		Truck-Trailer Electrical Circuits	Automotive wire and cables. Insulation materials. Joining, splicing and soldering of wires and cables. Removal and installation of terminals, connectors and plugs. Effects of temperature, shorts, grounds, poor connections, etc. Resistances and fuses. Identification, tracing and testing of circuits.
		Lights	Commercial vehicle lighting regulations. Characteristics of lights. Type and rating of bulbs. Candle power and wattage. Lenses and holders. Signal lights; flasher units. Vapour-proof lights. Replacement procedures.
		Batteries	Characteristics and function of lead acid batteries. Inspecting and testing. Use of voltmeters, ammeters, load resistances and hydrometers. Battery charging. Charging equipment. Charging and handling hazards.
10	Truck-Trailer Body Repair (Basic)	General Construction	Types, construction, materials and characteristics of truck-trailer bodies; platform, stake, van, dump, tanker and bulk carrier.
		Platform Bodies	Repairs to front bulkhead and floors.
		Stake Bodies	Replacement of stakes. Repairs to racks. Replacement of hinges and latches. Floor repairs. Repairs to ridge-poles. Minor tarp repairs.
		Vans	Removal and replacement of exterior mouldings and trim. Panel repairs; patching methods; use of sheet metal screws or "blind" rivetting. "Cold-filling" damaged panel areas; filler materials, hardeners, application and finishing. Panel replacement; cutting, forming and installation. Repair or replacement of pillars and rails; square tube and top-hat sections. Repair or replacement of door hinges, bolts and locking assemblies. Rehang and adjusting doors. Replacing weather-stripping, insulation and lining panels. Floor repairs.
		Dump Boxes	Repair and reinforcement of bodies and tail gates. Repair or replacement of tail gate hinges, locking and spreader mechanisms. Servicing and overhaul of hydraulic dumping gear.
		Tankers and Bulk Carriers	Hazards involved in "hot" welding repairs to tankers or bulk carriers used for flammable, explosive, poisonous or corrosive liquids and materials. Repairs to be made by authorized personnel only, where cleaning facilities and test equipment are available.
		Priming and Touch-up	Priming and touch-up procedures for repaired areas.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
11	Truck-Trailer Refrigeration Equipment	Refrigeration Principles	Heat transfer; conduction, convection, radiation. British thermal units. Latent heat of vaporization; effects of liquid change to vapor and vapor to liquid. Effects of pressure on boiling point and condensation. Refrigerant. The basic refrigeration system. Air induction and condensation removal systems.
		System Components	Types, characteristics and operation. Drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits. Refrigerant (Freon—12), refrigeration oils, pressure lines and fittings.
		Inspection and Maintenance	Safety precautions and correct use of safety equipment. Inspection, testing, adjustment, overhaul and replacement procedures. Use of gauges and test equipment. Importance of exercising systems. Oil level checks and replenishment procedures. Testing for leaks. Purging, evacuating and recharging procedures. Procedures for installation and removal of truck-trailer refrigeration systems.

R.R.O. 1980, Reg. 62, Sched., *part*.**Schedule 2****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments, fastening devices and general shop equipment. Bench-work operations. Lumber selection and storage; sawing and machining. (As detailed in Schedule 1.)
2	Truck-Trailer Suspension Systems	Suspensions	Leaf spring, torsion bar, rubber and air cushion types; single, tandem and multi-axle. Inspection and servicing. Disassembly, overhaul and reassembly of suspension systems and related components. Torquing and realignment. Trimming dimensions. Lubrication.
		Trailer Axles	Trailer axles, towbars, hitches, turn-tables, landing gear. Inspection and servicing. Disassembly, overhaul and reassembly. Lubrication.
		Axle Bearings	Removal, inspection, relubing or replacing, adjusting or torquing. Oil seal replacement.
		Wheels and Rims	Inspection and servicing. Removal and installation. Checking run-out.
		Tires, Tubes and Valves	Inspection. Identification of tire wear, damage and faults. Demounting and mounting tires. Inflation precautions. Repairs. Tire rotation.
3	Truck-Trailer Frames	Standard Trailer Frames	Inspection. Frame straightening and alignment. Cross member replacement. Rivetted, welded and bolted repairs to frames. Reinforcing and bracing frames. Heat straightening. Replacement of 5th wheel pins.
		Unitized Construction	Inspection. Straightening and alignment. Replacement and realignment of underbody sections. Heat straightening; sealing, insulating and painting after repairs.
4	Truck-Trailer Brake Systems	Trailer Brakes	Vacuum suspended, air, air-hydraulic, electric, operated systems. Inspection and servicing. Overhaul, repair or replacement of brake systems and assemblies; brake chambers, slack adjusters, brake shoes and linings, anchor pins, camshafts and rollers, wedges, flexible hoses and fittings. Relining brake shoes and reconditioning brake drums. Adjusting and testing systems.
5	Truck-Trailer Electrical Systems	Electrical Circuits and Lights Batteries	Identification, tracing and testing of trailer circuits. Replacing lights, bulbs, wiring, terminals, connectors and plugs. Inspection—testing and charging. Charging hazards.
6	Truck-Trailer Body Repair (Basic)	Platform Bodies	Repairs to front bulkhead and floor, etc.
		Stake Bodies	Replacement of stakes; repairs to racks. Replacement of hinges and latches. Floor repairs. Repairs to ridge poles. Minor tarp repairs.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
		Vans	Removal and replacement of mouldings and trim. Panel repairs; patching and "cold-filling" of damaged areas. Panel replacement. Repair or replacement of pillars or rails. Repair or replacement of door hinges, bolts and locking assemblies. Door rehanging and adjustment. Replacing weatherstripping, insulation and lining panels. Floor repairs.
		Dump Boxes	Repair and reinforcement of boxes and tailgates. Repair or replacement of tailgate hinges, locking and spreader mechanisms. Servicing and overhaul of hydraulic dumping gear.
		Priming and Touch-up	Priming and touch-up of repaired areas.
		Tankers and Bulk Carriers	Hazards involved in "hot" welding repairs. Repairs to be made by authorized personnel only, where cleaning facilities and test equipment are available.
7	Truck-Trailer Refrigeration Equipment	Inspection and Maintenance	Familiarization with safety precautions and use of safety equipment. Inspection, testing, adjustment, overhaul or replacement of drive units, compressors and clutch drives, condensers, receivers, expansion valves, evaporators, control valves, thermostatic controls, blowers, electrical circuits, pressure lines and fittings, refrigerant. Oil level checks and replenishment. Purging, evacuating and recharging operations. Installation and removal of truck-trailer refrigeration systems.

R.R.O. 1980, Reg. 62, Sched., *part.***REGULATION 1083****WATCH REPAIRER****1. In this Regulation,**

"certified trade" means the trade of watch repairer;

"watch repairer" means a person who,

- (a) makes or fits parts for time-pieces,
- (b) repairs, alters, takes apart, assembles or reassembles time-pieces or any part thereof,
- (c) determines the condition of timepieces and estimates the repairs necessary,
- (d) cleans, polishes or lubricates time-piece movements or any part thereof, or
- (e) tests, adjusts or regulates timepieces or any part thereof.

R.R.O. 1980, Reg. 63, s. 1.

2. The trade of watch repairer is designated as a certified trade for the purposes of the Act. R.R.O. 1980, Reg. 63, s. 2.

3.—(1) An apprentice training program for the certified trade is established and shall consist of,

- (a) training and instruction at full-time educational day classes provided at a College of Applied Arts and Technology or in courses that, in the opinion of the Director, are equivalent thereto, in the subjects contained in Schedule 1; and
- (b) practical training and instruction provided by the employer of the apprentice in the subjects contained in Schedule 2.

(2) An apprentice shall complete three periods of training and instruction of 1,800 hours per period. R.R.O. 1980, Reg. 63, s. 3.

4.—(1) The graduate of a course in which the candidate is required to attend full-time educational day classes provided at a College of Applied Arts and Technology for a period of three years

or courses that, in the opinion of the Director, are equivalent thereto, may be excused from complying with the provisions of section 3 and upon passing the examination referred to in section 6 shall be granted a certificate of qualification.

(2) The graduate of a course in which the candidate is required to attend full-time educational classes provided at a College of Applied Arts and Technology for a period of two years or courses that, in the opinion of the Director, are equivalent thereto, may be enrolled as an apprentice and upon enrolment shall complete one period of training and instruction and may be excused from all or such part of the training and instruction referred to in clause 3 (1) (a) as the Director prescribes.

(3) A person who has completed a portion of a course in which he or she is required to attend full-time educational day classes provided at a College of Applied Arts and Technology for a period less than two years or courses that, in the opinion of the Director, are equivalent thereto, may be enrolled as an apprentice and upon enrolment shall complete such training and instruction as the Director prescribes. R.R.O. 1980, Reg. 63, s. 4.

5. The hourly rate of wages for an apprentice in the certified trade whether for the apprentice's regular daily hours or for hours in excess of the apprentice's regular daily hours shall not be less than,

- (a) 40 per cent during the first period of training and instruction;
- (b) 60 per cent during the second period of training and instruction; and
- (c) 80 per cent during the third period of training and instruction,

of the average hourly rate of wages for journeymen employed by the employer in the trade or, where the employer is the only journeyman employed, of the average hourly rate of wages for journeymen in the area. R.R.O. 1980, Reg. 63, s. 5.

6. The subjects of examination for a certificate of qualification are the subjects contained in Schedules 1 and 2. R.R.O. 1980, Reg. 63, s. 6.

7. The number of apprentices who may be employed by an employer in the certified trade shall not exceed,

- (a) where the employer is a journeyman in the certified trade, two apprentices plus an additional two apprentices for every journeyman employed in the certified trade and with whom the apprentices are working; and

- (b) where the employer is not a journeyman in the certified trade, two apprentices for every journeyman employed by the employer in the certified trade and with whom the apprentices are working. R.R.O. 1980, Reg. 63, s. 7.

Schedule 1

WATCH REPAIRER

In-School Training

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
1	Mathematics (Trade Related)	Arithmetic	Addition, subtraction, multiplication, division. Fractions, decimals, percentage, interest and discount.
		Business Mathematics	Fundamental operations. Basic bookkeeping, balance sheets, financial statements. Retailing, insurance, taxes, licensing, leases.
		Geometry	Lines, planes and angles.
2	Language and Communication	Composition	Grammar, sentence and paragraph structure. Written and oral composition.
		Business Usage and Business Communications	Trade terminology and usage. Letter and report writing. Work and parts orders; interpretation and use of manufacturers' parts catalogues.
3	Science	Physics	Basic laws and principles, formulae. (Given as required in shop instruction)
4	General Shop Practice	Safety	Safety rules and safe operating procedures. First aid. Fire prevention. Use and maintenance of fire-fighting equipment. Handling and storage of acids, oils, cleaning solvents and toxic materials. Good housekeeping.
		Hand Tools	Care and use of general purpose and hairspring tweezers, general purpose and jewel screwdrivers, smooth or knurled-jaw pliers and cutters, loupes; staking, jewellery and poising tools, non-magnetic tweezers, files, gravers, drills, taps and dies. Tool sharpening and dressing procedures.
		Power Tools	Care, use and maintenance of watchmaker's lathes; cutting tools, accessories, polishing and grinding laps.
		Measuring Instruments	Care and use of micrometers, vernier gauges, trueing calipers.
		Shop Equipment	Care, use and maintenance of agitator and ultra-sonic cleaning machines. Drill presses and attachments. Demagnetizers. Microscopes. Crystal fitting machines. Timing and electronic test equipment. Waterproof watch case-openers and test equipment.
5	Watch and Clock Theory	Principles and Design	Watch and clock history. Principles of watch mechanical designs; winding and setting mechanisms and main springs, including self-winding types; gear trains, escapements, balance wheels and hairsprings, jewelled and plain bearings, plates and bridges. Principles and designs of electric and electronic watches. Principles and designs of clock movements.
		Construction and Operation	Types and characteristics; cases, dials, movements, crystals, crowns, and hands. Waterproof, non-waterproof, self-winding, calendar, chronograph, electric and electronic types.
6	Watch Repair Practice	Dismantling	Identification of watch type, required tools and dismantling sequence. Care and precautions. Stem and crystal removal procedures for all types. Removal procedures for hands and dial, automatic winding assemblies, balance and escapement assemblies, barrel and train assemblies. Chronographs, electric and electronic types. Reference to manufacturers' specifications.
		Malfunctions	Identification and recognition of faults; required adjustments, worn, loose, damaged, broken, poorly fitted or incorrect parts, rust, foreign matter, insufficient or over-lubrication.
		Parts and Replacement	Identification and knowledge of interchangeability of parts and components by use of part numbers and parts catalogues for: balance staff, stem and crown, main spring, escapement assembly, jewels, gear trains, electronic assembly, dial, hands and crystal, power unit, calendar unit and dial train. Repair kits.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Instruction to be Given
		Lathe Work	Watchmakers' lathe set-up and operation. Grinding cutting tools. Procedures and techniques for parts alterations and polishing. Removal and fitting of balance staff. Stem alterations. Parts fitting techniques; tolerances and adjustments.
		Parts Fitting	Tool selection, techniques and procedures for drilling out broken screws and case lugs. Reaming plates, bushings and hands. Staking balance staff, roller and hairspring to the balance. Staking staff to pallets, staking jewels. Shellacking roller and pallet jewels. Polishing and burnishing pivots.
		Crystals	Techniques and procedures for grinding, filing and fitting round or fancy glass or unbreakable crystals. Use of cements or sealants for waterproof types.
		Cleaning Operations (Movements)	Procedures and techniques for machine and ultrasonic cleaning. Cleaning solvent types and cleaning durations. Rinsing; solvent effects of rinses on jewel shellac; care and precautions to be taken. Drying procedures; precautions against overheating. Use of peg and pith wood.
		(Dials)	Recognition of dial type and applicable cleaning technique; brushing, light wiping, art gum use and dipping methods.
		(Cases)	Cleaning by buffing, polishing and burnishing operations. Ultrasonic cleaning methods. Use of cleaning solutions.
		Lubrication	Watch lubricant types. Oiler types, lubrication points and techniques; precision application and amount, progressive reassembly and final assembly lubrication.
		Preassembly Adjustments	Techniques and procedures for trueing and poising balance and polishing pivots.
		Watch Reassembly	Techniques, tools and required assembly sequence and operations. Testing and checking parts functioning during assembly. Assembly and final lubrication. Importance of finished appearance of dial, hands and case.
		Watch Adjustment	Techniques for balance assembly adjustment. Trueing hairsprings in the flat and in the round. Trueing regulator pins. Escapement assembly; pallet adjustment techniques. Run, lockslide and safety roller action. Use of specialized test equipment for electric and electronic watches. Adjustment techniques for hands, dial and movement to case.
		Regulation	Checking by timing in shop. Use of electric timing machine to measure errors in rate, position, beat and magnetism. Adjustment techniques for position regulator, timing screws, regulator pins, hairspring length. Electronic watch regulation techniques, phasing, positioning of tuning-fork regulators. Use of manufacturers' specifications.
		Waterproofing	Recognition of snap, screw-back and one-piece type waterproof cases. Inspection procedures for fit of crystal to case, fit of crown and pendant, condition of gasket and fit of back to case. Reassembly techniques and use of correct casing tools. Application of silicone grease. Use of immersion test equipment for tightness and pressure.
7	Clock Repair Practice	Adjustments	Recognition of clock types and malfunctions. Procedures and techniques to set-up and adjust; pendulum, alarm, strike and chime types.
8	Estimating	Procedure	Inspection and recognition of malfunction; economics of repairs. Listing parts or components for replacement by name and part number. Estimating labour costs based on current or association rates. Handling costs and overheads. Profit mark-up. Validity of repairs and guarantees. Customer relations.

R.R.O. 1980, Reg. 63, Sched. 1.

Schedule 2**WATCH REPAIRER****Work Instruction and Experience**

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
1	General Shop Practice	General	Safety rules and removal of all safety hazards. Use of hand and power tools, measuring instruments and shop equipment. (As detailed in Schedule 1).

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Course	Subject	Work Instruction and Experience
2	Watch and Clock Theory	Principles and Design	Familiarization with principles of watch mechanical designs; winding and setting mechanisms and mainsprings, including self-winding types; gear trains, escapements, balance wheels and hairsprings, jewelled and plain bearings, plates and bridges. Principles and designs of electric and electronic watches. Principles and designs of clock movements.
		Construction and Operation	Familiarization with construction types and characteristics: cases, dials, movements, crystals, crowns and hands. Waterproof, non-waterproof, self-winding calendar, chronograph, electric and electronic types.
3	Watch Repair Practice	Crystals	Fitting round or fancy glass or unbreakable types. Cementing and sealing.
		Cases	Cleaning, buffing and polishing operations.
		Dismantling	Familiarization with watch type, dismantling sequence and precautions. Removing stems and crystals, hands and dials, automatic winding assemblies, balance and escapement assemblies, barrel and train assemblies.
		Malfunctions	Recognition of faults and economics of required action. Use of part numbers and parts catalogues for part and component identification and interchangeability.
		Lathe Work	Set-up and operation. Turning and polishing. Parts alterations, fitting and adjustments.
		Cleaning Operations	Cleaning movements by machine or ultrasonic methods. Rinsing and drying operations. Cleaning dials by applicable method.
		Parts Fitting	Drilling, reaming, staking, shellacking, polishing and burnishing operations.
		Reassembly and Adjustments	Assembly operations up to, and including train. Checking parts functioning during assembly. Fitting mainspring, crown and stem. Assembly lubrication. Assembly of escapement and pallet adjustment. Assembly of balance (Conventional types). Trueing and adjusting hair-spring. Installation of automatic (self-winding) action. Final lubrication. Fitting dial and hands. Synchronizing day-date dials. Reassembly of electric watches with conventional balance assemblies and electronic types with tuning-fork regulation, according to manufacturers' specifications. Recasing.
		Regulation	Checking and adjusting errors in rate, position, beat and magnetism in conventional movements. Phasing and positioning tuning-fork regulators in electronic types.
		Waterproofing	Checking fit of case components and gaskets. Reassembly and silicone grease application as required. Immersion testing.
4	Clock Repair Practice	Adjustments	Determining and correcting malfunction. Setting-up and adjusting; pendulum, alarm, strike and chime type clocks.
5	Estimating	Estimate Preparation	Determining required action, necessary parts, labour costs, overhead and profit mark-up. Use of current or association rate guides. Guaranteeing workmanship.

R.R.O. 1980, Reg. 63, Sched. 2.

Transboundary Pollution Reciprocal Access Act
Loi sur le droit de réciprocité en matière de pollution transfrontalière

REGULATION 1084

RECIPROCATING JURISDICTIONS

1. The following provinces of Canada are declared reciprocating jurisdictions for the purposes of the Act:

Manitoba.

Prince Edward Island. O. Reg. 623/86, s. 1.

2. The following states of the United States of America are declared reciprocating jurisdictions for the purposes of the Act:

Colorado.

Minnesota.

Montana.

New Jersey.

Wisconsin. O. Reg. 623/86, s. 2; O. Reg. 431/87, s. 1.

Travel Industry Act *Loi sur les agences de voyages*

REGULATION 1085

GENERAL

FORMS

1.—(1) An application for registration as a travel agent or a travel wholesaler or a renewal thereof shall be in a form provided by the Minister.

(2) A notice by a travel agent or travel wholesaler under clause 12 (a) or (b) of the Act shall be in a form provided by the Minister.

(3) A request for voluntary cancellation of registration under subsection 6 (7) of the Act shall be in a form provided by the Minister. O. Reg. 612/83, s. 1.

EXEMPTIONS

2. The following classes of persons are exempt from the Act:

1. An operator of one-day sightseeing tours whose principal business is providing sightseeing tours.
2. A person providing guide services only and the person's salespersons where no other travel services are sold.
3. A person providing sightseeing attractions and the person's salespersons where no other travel services are sold.
4. A student enrolled in a travel and tourism course at a College of Applied Arts and Technology or at a private vocational school registered under the *Private Vocational Schools Act*, while on field practice assignment without pay.
5. A public carrier while providing one day tours.
6. An agent appointed by a public carrier holding an operating licence under the *Public Vehicles Act* and the agent's employees, while acting within the scope of the appointment.
7. An employee of a public carrier while selling to the public transportation which is provided by the employer or when selling to the public on behalf of the employer, interline transportation.
8. A public carrier when selling scheduled online or interline transportation.
9. A person qualified to teach in an elementary or secondary school or a university or a College of Applied Arts and Technology and who is employed full time in that capacity,
 - i. where the person arranges for the students of the school, without direct or indirect personal gain or profit, a cultural or educational tour within Canada that has been authorized by the Government of Canada, the Province of Ontario, or approved in writing by the person's board of education, where applicable, or
 - ii. where the person arranges a one day tour. R.R.O. 1980, Reg. 938, s. 2.

3. The following classes of persons are exempt from subclause 4 (1) (c) (i) of the Act:

1. A credit union that is subject to the *Credit Unions and Caisses Populaires Act*.
2. A corporation incorporated without share capital whose objects are solely of an educational nature. R.R.O. 1980, Reg. 938, s. 3.

FEES

4. Fees payable to the Registrar are as follows:

- | | |
|--|-------|
| 1. Upon application for registration as a travel wholesaler or travel agent or renewal thereof | \$300 |
| 2. For each branch office | 300 |

O. Reg. 275/86, s. 1.

5. No individual shall be registered as a travel wholesaler or travel agent unless he or she is eighteen years of age or over. R.R.O. 1980, Reg. 938, s. 5.

BONDS

6. Nothing in this Regulation affects the rights or obligations of any person under a bond of a travel agent or travel wholesaler issued before this section comes into force. O. Reg. 815/82, s. 1.

RECORDS

7.—(1) Every travel agent and every travel wholesaler shall maintain at the agent's or wholesaler's principal place of business or at such other place in Ontario as the Registrar may approve in writing, books, records and accounts in connection with the agent's or wholesaler's business and shall record in them,

- (a) all sums of money received from clients;
 - (b) all sums of money disbursed on behalf of clients; and
 - (c) all other money received or disbursed in connection with the agent's or wholesaler's business.
- (2) As a minimum requirement to comply with subsection (1), every travel agent and travel wholesaler shall keep or maintain, as the case may be,
- (a) a book or other permanent accounting record showing all receipts and disbursements of money;
 - (b) all bank statements, pass books and cashed cheques for any account maintained in connection with the operation of the business of the registrant;
 - (c) detailed duplicate deposit slips respecting the deposit of funds received as payment for the sale of travel services that shall have recorded on them the serial number or numbers of the receipt or invoice issued as required by section 8 or 9, as the case may be, or such other reference as will enable the Registrar to readily identify the transaction to which the deposit relates; and
 - (d) copies of all receipts or invoices issued in connection with

the sale of travel services that shall be kept on file by the registrant in numerical order. R.R.O. 1980, Reg. 938, s. 17 (1, 2).

(3) A recording in a book, record or account required to be kept under subsection (1), shall be retained for a period of six years from the date of the recording.

(4) A document or an entry in a document required to be kept under subsection (2) shall be retained for a period of six years from the date of the document or the entry, as the case may be. O. Reg. 706/81, s. 1.

8. A travel agent who receives a payment from a consumer for travel services shall forthwith provide the consumer with a receipt for the payment that shall set out,

- (a) the name and address of the consumer and the name and address of each person on whose behalf the payment is made;
- (b) the date the payment is made;
- (c) the amount of the payment and the balance owing, if any;
- (d) the business name, address and telephone number of the travel agent;
- (e) the name of the person supplying the travel services;
- (f) the initial destination;
- (g) the date of departure;
- (h) where known, the name of the person providing the transportation to the initial destination;
- (i) a brief description of the travel services contracted for;
- (j) whether or not the consumer wishes to purchase trip cancellation insurance; and
- (k) the serial number of the receipt. O. Reg. 95/88, s. 1.

9. Every travel wholesaler shall provide an invoice to each travel agent through whom it sells a travel service respecting the sale and on which shall be recorded,

- (a) the name and address of the travel agent through whom it is selling the travel service;
- (b) the terms of payment and the amount or amounts paid;
- (c) the name of each client on behalf of whom the travel service is being purchased;
- (d) the destination of each traveller and the date of departure; and
- (e) the serial number of the invoice. R.R.O. 1980, Reg. 938, s. 19.

10. The receipts required by section 8 and the invoices required by section 9 shall be numbered in sequence and shall be issued in order of sequence. R.R.O. 1980, Reg. 938, s. 20.

11.—(1) Every travel agent and every travel wholesaler shall maintain a written record of all cheques issued by the agent or wholesaler respecting the purchase or sale of a travel service.

(2) The record referred to in subsection (1) shall be in a form that will enable the Registrar to readily identify the transaction or transactions to which the cheque relates. R.R.O. 1980, Reg. 938, s. 21 (1, 2).

(3) A record of the issuance of a cheque required to be kept under subsection (1) shall be retained for a period of six years from the date of the cheque. O. Reg. 706/81, s. 2.

TERMS AND CONDITIONS OF REGISTRATION

12.—(1) Every registration expires on the date shown on the certificate of registration unless an application for renewal of registration in a form provided by the Minister, together with the appropriate fee prescribed in section 4, is filed with the Registrar prior to the date of expiry. O. Reg. 612/83, s. 3.

(2) Every individual registered as a travel agent and travel wholesaler shall be a resident of Canada.

(3) A registered travel wholesaler or a registered travel agent shall not operate a branch office unless such branch office is authorized by the registration.

(4) Every person registered as a travel wholesaler or as a travel agent in Ontario shall carry on business from a permanent place of business that is not a dwelling and which is open to the public during normal business hours.

(5) A registered travel wholesaler or a registered travel agent shall not carry on business in a name other than the name in which the wholesaler or agent is registered, which name shall not indicate sponsorship, approval, status or affiliation which the wholesaler or agent does not have.

(6) Every registered travel wholesaler or registered travel agent shall prominently display the wholesaler's or agent's certificate of registration at the office for which it is issued.

(7) A travel wholesaler or travel agent whose registration is revoked, suspended or cancelled or who voluntarily goes out of business shall forthwith return to the Registrar by registered mail the wholesaler's or agent's certificate of registration.

(8) A registered travel wholesaler or registered travel agent shall not knowingly carry on business in Ontario with a travel agent or travel wholesaler who is not registered.

(9) Every registered travel wholesaler or registered travel agent who ceases to trade with another registered travel wholesaler or registered travel agent by reason of that registrant's lack of apparent financial responsibility shall forthwith notify the Registrar of this fact.

(10) Every travel wholesaler and every travel agent who is a participant in a compensation fund referred to in section 15 shall, when making additional payments as required in section 13 of the Schedule, transmit to the Trustee,

- (a) with the half year payment, a statement prepared in accordance with Form 1;
- (b) with the second half year payment or annual payment, a statement prepared in accordance with Form 1 which shall include a statement completed by a public accountant licensed under the *Public Accountancy Act* or such person as the Registrar approves.

(11) A person who is exempt under paragraph 2 of section 3, shall, in addition to all other requirements of registration,

- (a) file a bond in the amount of \$5,000 in addition to any bond described in section 6, which shall be the bond of a guarantee company approved under the *Guarantee Companies Securities Act*;
- (b) maintain a trust account as prescribed in section 13; and
- (c) file a financial statement as prescribed in section 14. R.R.O. 1980, Reg. 938, s. 22 (2-11).

13.—(1) For the purposes of this section “travel agent or travel wholesaler” means a travel agent or travel wholesaler referred to in paragraph 2 of section 3.

(2) All funds received by a travel agent or travel wholesaler in the course of business from the public for travel services to be performed in the future are deemed to be trust funds.

(3) Every travel agent or travel wholesaler shall maintain in respect of all trust funds received a separate trust account in a Province of Ontario Savings Office or any Ontario branch of a bank listed in Schedule I or II to the *Bank Act* (Canada), a corporation registered under the *Loan and Trust Corporations Act* or a credit union as defined in the *Credit Unions and Caisses Populaires Act* and authorized by law to accept deposits, and such account shall be designated as the “Travel Industry Act Trust Account”.

(4) For the purposes of this section, no travel agent or travel wholesaler shall maintain more than one account designated as a trust account unless the agent or wholesaler has applied for and received the Registrar’s written consent to do so.

(5) All trust funds received by a travel agent or travel wholesaler whether by cash, cheque, or otherwise, shall be deposited in the trust account of the travel agent or travel wholesaler within two banking days of their receipt.

(6) No travel agent or travel wholesaler shall disburse or withdraw any money held in trust, except in accordance with the terms and conditions upon which the money was received or as otherwise provided in this section.

(7) No travel agent or travel wholesaler shall disburse or withdraw any money held in trust until payment is to be made to the person providing the travel service for which the money was received.

(8) Nothing in this section shall be construed as affecting the right to any remedy available in law to a travel agent or travel wholesaler or any other person having a lawful claim to the money held in the trust account referred to in subsection (2).

(9) When so requested in writing by the Registrar or a person entitled to an accounting every travel agent or travel wholesaler shall account within thirty days for all trust funds received from or on behalf of the person entitled to such accounting. R.R.O. 1980, Reg. 938, s. 23.

14. Every travel agent and travel wholesaler referred to in paragraph 2 of section 3 shall file with the Registrar within thirty days of filing an application for registration or annual return under subsection 12 (1), a financial statement for the twelve-month period ending on the last day of the month immediately prior to such filing which shall be accompanied by a report of the auditor of the registrant who shall state in the report whether or not in the auditor’s opinion the report presents fairly the financial position of the registrant and the results of the operations for the fiscal period under review in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding period. R.R.O. 1980, Reg. 938, s. 24.

15. Every travel agent and every travel wholesaler shall participate in a compensation fund the terms of which are set out in the Schedule. R.R.O. 1980, Reg. 938, s. 25.

16.—(1) Every travel agent and every travel wholesaler shall maintain an account or accounts in a bank listed in Schedule I or II to the *Bank Act* (Canada), a loan or trust corporation, the Province of Ontario Savings Office, or a credit union as defined in the *Credit Unions and Caisses Populaires Act* and such account or accounts shall be maintained in Ontario.

(2) The account or accounts referred to in subsection (1) shall be in the name of the registrant and the registrant shall deposit forthwith into such account or accounts all funds received as payment for travel services. R.R.O. 1980, Reg. 938, s. 26.

17.—(1) Every travel agent and every travel wholesaler shall ensure that each office operated by the agent or wholesaler shall be under the supervision of a person who has sufficient experience with and knowledge of the business of selling travel services to afford the Registrar reasonable grounds for belief that the person will be able to adequately operate the travel service business of the registrant and such person shall be readily available during the normal business hours of the office to operate the business of the travel agent or travel wholesaler, as the case may be.

(2) An application for registration or renewal thereof as a travel agent or travel wholesaler shall be accompanied by the name and address and a description of the travel service experience of the person or persons referred to in subsection (1). R.R.O. 1980, Reg. 938, s. 27.

18. When required by the Registrar, a travel agent or travel wholesaler shall furnish to the Registrar within such period of time as the Registrar may specify a written statement of the current working assets and current liabilities of the applicant or registrant and the Registrar may require verification by affidavit or otherwise of any such information or material. R.R.O. 1980, Reg. 938, s. 28.

19. Where a travel agent or travel wholesaler is a corporation it shall, within five days after the event, notify the Registrar in a form provided by the Minister where there is a change in a director of the corporation or where there is a change in its controlling interest. O. Reg. 612/83, s. 4.

20. Every travel agent who charges a service charge or non-refundable fee for counselling with respect to travel services shall inform the consumer of the existence of the charge or fee, before counselling or commencing to sell travel services to the consumer. O. Reg. 95/88, s. 2, *part*.

21. Every travel agent who sells travel services to a consumer for travel outside Canada shall advise, in writing, the consumer who purchased the travel services of the relevant information and documentation that is necessary for the travel and for the return of each person for whom travel services were purchased. O. Reg. 374/89, s. 1.

22.—(1) Every travel agent who sells travel services to a consumer shall, as soon as is possible in the circumstances, provide to the consumer a copy of any brochures or other advertising material that the travel agent receives that relates to the travel services.

(2) Upon supplying the brochures or other advertising material received, the travel agent shall explain to the consumer who purchased the travel services the meaning of those portions of the brochures or advertising that relate to the services offered, prices and terms and conditions of reservations. O. Reg. 95/88, s. 2, *part*.

(3) The travel agent shall, if the travel agent becomes aware of any change in any matter referred to in the brochures or other advertising material that relates to the services offered, prices or terms and conditions of reservations, forthwith inform the consumer who purchased the travel services of the changes and outline the options available with respect to changing, continuing or cancelling the travel arrangements. O. Reg. 374/89, s. 2.

23. Every travel agent shall, upon receiving a ticket, voucher, itinerary, information or travel related document from a travel wholesaler or other person, ensure that the information contained on the ticket, voucher, itinerary, information or document is correct before giving it to a consumer to whom the travel agent has sold travel services. O. Reg. 95/88, s. 2, *part*.

24. A travel wholesaler shall only sell or offer for sale travel services for which the travel wholesaler has a commitment or a contract with a supplier of travel services. O. Reg. 95/88, s. 2, *part*.

25.—(1) Every travel wholesaler is responsible for verifying that accommodation is in the condition represented by the travel wholesaler.

(2) If the accommodation is not in the condition represented by the travel wholesaler, the travel wholesaler shall forthwith notify the travel agent or the consumer to whom the accommodation was sold of the fact and offer the consumer the choice of a full and immediate refund or, if available, comparable alternate travel services that are acceptable to the consumer. O. Reg. 374/89, s. 3.

26.—(1) A travel wholesaler who sells travel services and who, before departure of a consumer to whom the travel services were sold, becomes aware that a circumstance referred to in subsection (2) has occurred shall forthwith notify the travel agent or the consumer of that fact and offer the choice of a full and immediate refund or, if available, comparable alternate travel services acceptable to the consumer. O. Reg. 95/88, s. 3, *part*.

(2) For the purposes of subsection (1), the following circumstances apply:

1. The scheduled departure of any transportation that forms part of the travel services is delayed or advanced by twenty-four hours or more, except for delays due to mechanical problems that relate to the mode of transportation, safety considerations, weather, strikes or force majeure.
2. A change of cruise ship.
3. A change of accommodation or a change in the standard of the accommodation.
4. A price increase of more than 7 per cent of the total price for the travel services, except for a price increase that is a result of government taxation.
5. A change in the routing of the transportation necessitates a change in the documentation required and there is insufficient time for the person to obtain the documentation before departure. O. Reg. 95/88, s. 3, *part*; O. Reg. 374/89, s. 4.

27. Every travel wholesaler who sells travel services and who receives payment for the travel services twenty-one or more days before the commencement of the travel services shall provide to the travel agent to whom the travel services are sold, the tickets, vouchers, itinerary, information and other travel documents that relate to the travel services at least fourteen days prior to the commencement of the travel services. O. Reg. 95/88, s. 4, *part*.

28.—(1) Every travel agent and every travel wholesaler shall ensure that advertising with respect to travel services that are offered by the travel agent or travel wholesaler, as the case may be, is not misleading and contains the following information with respect to the travel services or indicates where a consumer can obtain a brochure or other printed material that contains the following information:

1. The price of the travel services.
2. Adjacent to the price, those terms and conditions, if any, that affect the price of the travel services.
3. If a minimum price is set out, the maximum price or the terms and conditions that may limit the availability of the minimum price shall be clearly set out adjacent thereto.
4. A statement of all services and facilities that are included in the price of the travel services.
5. Where there are taxes, service charges, membership fees or other charges that must be paid in addition to the price of the travel services they shall be clearly set out.
6. If known, details of transportation including the name of all carriers, the class of service, whether the transportation is chartered or scheduled and all departure and arrival points.
7. The details, location and standard of the accommodation.

8. Whether or not at the time of the printing of the advertising or brochure, construction or renovation that is likely to interfere with the use or enjoyment of the accommodation has commenced or will commence before or during the period covered by the advertising or brochure.

9. If construction or renovation that is likely to interfere with the use or enjoyment of the accommodation will commence before or during the period covered by the advertising or brochure, the anticipated date of commencement and the duration of the construction or renovation.

10. Where the travel services include the use of a cruise ship, the name, country of registration, gross tonnage, ports of call and categories of cabins of the ship.

11. Deposit requirements.

12. Final payment requirements.

13. Cancellation terms and charges, if any.

14. Availability and cost of trip cancellation insurance.

15. Refund policy including, where applicable, any penalty provisions.

16. A statement that sets out that, except for a price increase that is the result of government taxation, where there is an increase in the price of the travel services by more than 7 per cent after a deposit has been paid for the travel services and up to and including the date set out in the advertising, brochure or other printed material that the consumer has the right to cancel the contract for the travel services.

17. A statement that there may be different living standards and practices and different standards and conditions with respect to the provision of utilities, services and accommodation outside of Ontario.

18. The date of issue of the advertising, brochure or other printed material.

19. The registration number and name or style under which the travel agent or travel wholesaler is registered under the Act. O. Reg. 95/88, s. 4, *part*; O. Reg. 374/89, s. 5 (1).

(2) A price referred to in subsection (1) shall be deemed to be in Canadian funds unless the advertising or brochure specifically states the price is other than in Canadian funds.

(3) A photograph that is part of an advertisement, brochure or other printed material that is provided by a travel agent or travel wholesaler shall be an accurate representation of the site and if the photograph was not taken on the site it shall so indicate.

(4) An artist's sketch that is used in an advertisement, brochure or other printed material that is provided by a travel agent or travel wholesaler shall so indicate and shall accurately reflect the thing being sketched.

(5) An advertisement that is provided by a travel agent or travel wholesaler shall not make reference to a previous price of a travel service as being currently available. O. Reg. 95/88, s. 4, *part*.

(6) A previous price shall not be advertised by a travel agent or travel wholesaler unless the price has been available to the public within the previous sixty days. O. Reg. 374/89, s. 5 (2).

(7) An advertisement or brochure that is provided by a travel agent or travel wholesaler shall not contain a residential telephone number. O. Reg. 95/88, s. 4, *part*.

Schedule**TERMS OF COMPENSATION FUND****INTERPRETATION****1. In this Schedule,**

"approved securities" means investments in which a trust corporation may invest under section 162 of the *Loan and Trust Corporations Act*;

"Board" means the Board of Trustees as appointed under section 5 of this Schedule;

"default" of or by a participant means a failure by such participant to meet any liability or obligation of such participant pursuant to this Schedule;

"direction of the Board" means a copy of a resolution of the Board duly certified by its Chair or Secretary;

"fund" means the compensation fund continued under section 8 of this Schedule;

"participant" means any travel agent or travel wholesaler who is a subscriber to the fund with the approval of the Registrar;

"Tribunal" means The Commercial Registration Appeal Tribunal under the *Ministry of Consumer and Commercial Relations Act*;

"Trustee" includes any successor Trustee appointed under subsection 19 (7) of this Schedule.

2. Except as provided in the regulations, where there is a reference in this Schedule to the exercise of a discretion by the Trustee, the Board or the Director, as the case may be, such exercise shall be sole, absolute and uncontrolled, and in no circumstances shall any such exercise be subject to any right in respect thereof of any person for any reason whatsoever.

ELIGIBLE PARTICIPANTS**3. The following are eligible to participate in the fund:**

1. Any travel agent who is registered or entitled to be registered under the Act.
2. Any travel wholesaler who is registered or entitled to be registered under the Act and who is not exempt from participation by the regulations.

BOARD OF TRUSTEES

4. Except for the duties and responsibilities of the Trustee and the Director under this Schedule, the affairs of the fund shall be managed by the Board.

5. A Board shall be appointed by the Lieutenant Governor in Council and shall be composed of not more than nine members and not less than five members as the Lieutenant Governor in Council may from time to time determine and the Lieutenant Governor in Council shall designate one of the members appointed to the Board to act as Chair and another member to act as Vice-Chair.

6. A member of the Board shall be disqualified from participating in any deliberation or decision of the Board with respect to any claim, by a client of a participant or a participant, made under section 15 of this Schedule where the member is the participant or an officer or director of the participant.

7.—(1) A majority of the Board constitutes a quorum.

(2) The Board may pass by-laws with respect to the conduct of its business.

(3) The Board shall record its meetings by minutes.

(4) Except as provided in subsection (5), any reference to Board in this Schedule shall be deemed to be a reference to a Board appointed under section 5 of this Schedule.

(5) A member of the Board appointed under section 5 of this Schedule shall be entitled to compensation for so acting in an amount to be determined by the Lieutenant Governor in Council and all members of the Board appointed under section 5 of this Schedule shall be entitled to be paid reasonable expenses for attending meetings of the Board.

8. The fund established under section 4.01 of Schedule A to Form 11 of Ontario Regulation 367/75 is continued.

9. The situs of the fund shall be at all times in the Province of Ontario and the property and interest comprising such fund shall at all times be held by the Trustee from time to time in the Province of Ontario.

10. The Board may employ or retain or authorize the employment of such counsel, accountants, or other experts or advisors as it may reasonably require to assist in maintaining and protecting the corpus of the fund and the Board may act and shall be protected where it acts in good faith on the opinion or advice of or information from any of them and shall not be responsible for any misconduct on the part of any of them.

11. The Board may borrow money to supplement the compensation fund.

PAYMENTS FROM PARTICIPANTS

12. The corpus of the fund shall be composed of the payments of the participants contributed in the manner set out in section 13 of this Schedule and any money borrowed by the Board.

13. Each participant on behalf of the participant and for each branch office the participant maintains shall make a minimum initial payment to the fund of \$2,000 with additional payments to be made to the fund as follows:

1. Each participant who is a registered travel agent shall make an additional half-yearly payment of an amount equal to \$3 for every \$10,000 of sales volume, including commissions, or for any fraction thereof, made during such half-year period.
2. The half-yearly payment made under paragraph 1 shall be transmitted to the Trustee within thirty-five days of the end of the month for which the half-yearly payment is made and the end of the first half-yearly period shall be the 31st day of December.
3. Each participant who is a registered travel wholesaler shall make an additional half-yearly payment of an amount equal to \$12 for every \$10,000 of sales volume, including commissions, or for any fraction thereof, made during such half-year period.
4. The half-yearly payment made under paragraph 3 shall be transmitted to the Trustee within thirty-five days of the end of the month for which the half-yearly payment is made and the end of the first half-yearly period shall be the 31st day of December.
5. Where a participant referred to in paragraph 1 or 3 is a public carrier, the sale of online or interline transportation shall not be included in the sales volume.
6. A person who is registered under the Act and who opens a new branch office shall make an initial payment of \$1,000 in respect of that office.

COMPENSATION FUND

14.—(1) The Trustee shall hold all money received by it from participants or others pursuant to this Schedule, including any amounts received under a bond or other security of a participant that has been forfeited and all income on any such money and all rights conferred under this Schedule in trust for the benefit of such of the holders of claims as the Board may from time to time in its discretion approve as provided in this Schedule, and all such money and income shall constitute the fund to be dealt with and distributed in accordance with this Schedule.

(2) The Trustee shall maintain a record of amounts received from, on behalf of or in respect of each participant or by way of loan.

(3) All amounts received by the Trustee into the fund, other than amounts received by way of loan, shall be credited to a participant or participants and the Trustee's decision in respect of the crediting is final.

(4) No crediting of an amount to a participant shall, as such, give that participant any rights to that amount.

(5) The Trustee shall keep the fund invested in approved securities.

(6) The Trustee shall collect and receive all income from the fund and shall, after deducting its fees, costs, taxes, charges and expenses under section 21 of this Schedule, invest the balance of such income in accordance with section 20 of this Schedule.

(7) The Trustee shall keep complete records of its administration of the fund on the basis of a fiscal year ending on the 30th day of June in each year.

(8) A copy of the financial statements of the fund certified by the Trustee, shall be delivered to each member of the Board and the Registrar within thirty days after the end of each fiscal year or so soon thereafter as is reasonably possible.

(9) The statements referred to in subsection (8) shall include, where applicable, the following information:

1. The amount owing under this Schedule by any participant to the Trustee that has not been paid when due.
2. The amount of all receipts and the source thereof.
3. The amount of all payments to or on behalf of participants.
4. A complete statement of all receipts and disbursements for claims in respect of each participant who was in default during the fiscal year.
5. A statement of all credits and debits to the capital of the fund.
6. A statement that sets out all money borrowed by the Board and the interest costs thereof.
7. Such other information as the Board or the Director may from time to time require.

(10) The Trustee shall provide to the Board on a quarterly basis, a statement of the assets of the fund at book value and fair market value and a statement of any acquisitions and dispositions of investments during each quarter.

CLAIMS

15.—(1) The fund is established to stand in the place and stead of a participant for the payment out of the fund of such claims of clients of the participant that the participant has refused after demand or is unable to pay, provided that the claims meet the following requirements:

1. A client who has made payment for travel services to a participant who is a travel agent in Ontario and who has not received the travel services contracted for is entitled to claim for a refund of money so paid to the extent only that such services are not so provided and after the client has made a demand for payment from the participant that the participant has refused without legal justification to pay or is unable to pay by reason of bankruptcy or insolvency, but a client is not entitled to claim for a refund of any money paid to a participant where the client has been provided with travel services or alternative travel services and such claim is based on the cost, value or quality of the travel services provided.
2. No client shall have a claim for the refund of any money paid by the client to a participant where the client was informed prior to the making of the payment to the participant that the money paid was a non-refundable deposit or a reasonable service charge.
3. The Board shall determine the eligibility and the amount of any claim made by a client and shall direct the Trustee to pay any claim or any part thereof that meets the requirements of this Schedule and, subject to section 17 of this Schedule, the decision of the Board is final.
4. Despite paragraph 3, the Board may in writing designate a person to pay any claim or part thereof that meets the requirements of this Schedule.
5. Where a person pays a claim in accordance with paragraph 4, the person shall forward the claim, the documentation submitted with the claim and notice of the amount paid to the claimant to the Board.
6. No client of any participant shall have any vested or absolute right to payment of a claim against the Board, the Tribunal, the Trustee or the fund.
7. Notice of the claim in writing is made to the Registrar or such other person or persons designated by the Board within six months of the participant's refusal or failure to pay.

(2) Where a participant who is a travel agent has acted in good faith and at arm's length with a participant who is a travel wholesaler and where the participant who is a travel agent has passed a client's money to the participant who is a travel wholesaler and has, at the travel agent's own expense, reimbursed the client or arranged alternate travel for travel services contracted for and not provided to the client, on and after the 15th day of July, 1975, the participant who is a travel agent shall be entitled to claim for the refund of that portion, of the client's money passed to the participant who is a travel wholesaler and shall not be entitled to claim any commission received or owing on account of the services contracted for.

(3) Where a participant who is a travel wholesaler has acted in good faith and at arm's length with a participant who is a travel agent and the travel agent has failed to pass a client's money to the travel wholesaler and the travel wholesaler has, at the travel wholesaler's own expense, reimbursed the client or has provided the travel service contracted for but not paid for by the travel agent to the travel wholesaler the travel wholesaler shall be entitled to claim for the refund of that portion of the client's money received by the travel agent that the travel agent failed to pass to the travel wholesaler, but in no event shall the travel wholesaler be entitled to claim any portion of such money that represents commissions.

(4) Paragraphs 3, 6 and 7 of subsection (1) and subsection (5) shall apply with necessary modifications to a claim made under subsection (2) or (3).

(5) A claim for payment out of the fund may only be made by a claimant giving written notice together with full particulars of the claim and of any payment recovery in respect thereof,

- (a) to the Registrar for transmittal to the Board; or
 - (b) to any person other than the Registrar who is designated by the Board.
- (6) The Trustee may require as a condition precedent to make payment of a claim for payment out of the fund or any part thereof, the delivery and execution of such documents as the Trustee in its discretion or upon the advice of its Counsel considers necessary including such documents as are necessary for transferring to the Trustee the interest of the client in the claim so as to subrogate the Trustee to the position of the client against the participant.
- (7) Despite subsections (1), (2), (3), (4) and (5),
- (a) the maximum aggregate amount of claims made after the 2nd day of May, 1990 that may be paid out of the fund arising out of any one failure involving the refusal or inability to pay of any one or more participants, whether registered as travel agents or travel wholesalers or both, shall not exceed \$5,000,000 and, in the event that the maximum aggregate amount being claimed is in excess of \$5,000,000, the maximum amount payable shall be distributed among the claimants proportionately;
 - (b) the Trustee may in its discretion defer the payment of claims in respect of any one participant until the Trustee is reasonably satisfied all claims likely to be made in respect of such participant have been received by the Trustee;
 - (c) the Trustee may in its discretion reserve against claims which it thinks may be validly made;
 - (d) the Trustee in its discretion may pay claims in respect of any one participant in one or more instalments as it sees fit; and
 - (e) subject to clause (a) the maximum amount payable to a claimant in respect of a claim is \$3,500 for each traveller, tourist or sightseer on who's behalf the claimant is claiming.
- (8) If a client of a participant has been placed in circumstances where immediate funds and facilities are necessary to alleviate the suffering and inconvenience of a client that is outside of Canada, the Director may direct the Trustee to pay out of the fund an amount sufficient for the repatriation and necessary accommodation of the client.
- (9) The maximum amount that may be paid out of the fund under subsection (8) is \$2,000,000.
- (10) The money paid out of the fund under subsection (8) shall not be included in the maximum amount referred to in clause (7) (a).
- (11) The amount of a payment under subsection (8) on behalf of a participant shall be deemed to be an additional payment due to the Trustee by such participant and the Trustee shall demand payment from the participant forthwith.
- (12) Despite subsection 7 (1) of this Schedule, where a quorum of the Board is not available, the powers set out under subsection (8) may be exercised by any two members of the Board with the concurrence of the Director or his or her designate in writing.
- (13) Despite subsection (1), where, in the opinion of the Board circumstances warrant it, the Board may grant an extension of time for making a claim against the fund and the decision of the Board as to any such extension shall be final and not subject to review.
- (14) The Board shall not grant an extension of time for making a claim where in its opinion the amount of the fund is not sufficient to fully meet claims outstanding against it.
- (15) Where a traveller, tourist or sightseer who is a client of a participant is preparing for immediate departure from Canada and it appears to the Director or the Board that the client has been placed

in circumstances where immediate funds are necessary to alleviate suffering or inconvenience to the client, the Board with the concurrence of the Director may direct the Trustee to pay out of the fund an amount sufficient to enable such departure provided that the maximum amount payable is \$3,500 per client.

16.—(1) Despite clause 15 (7) (c) of this Schedule, the maximum aggregate amount of claims payable in respect of the refusal or inability to pay by a participant or participants may be greater than the limit set out in that clause, provided that the greater amount paid out with respect to the claims does not exceed any money that is recovered directly or indirectly from the said participant or participants and paid into the fund.

(2) Subsection (1) applies with respect to any claims not paid in full when this section comes into force.

HEARING BY TRIBUNAL

17.—(1) Where the Board determines that a claim, or any part thereof, made under section 15 of the Schedule is not eligible for payment, it shall serve notice of its decision on the claimant and the notice shall inform the claimant that the claimant is entitled to a hearing by the Tribunal if the claimant mails or delivers to the Registrar and the Tribunal within fifteen days after the notice is served, notice in writing requiring a hearing.

(2) Where a claimant who has been served with a notice under subsection (1) does not require a hearing, the decision of the Board becomes final.

(3) Where a claimant requires a hearing before the Tribunal in accordance with subsection (1), the Tribunal shall appoint a time for and hold the hearing and, after affording the claimant an opportunity to be heard, may allow the claim, or any part thereof, and shall direct the Trustee to pay the amount allowed or may refuse to allow the claim, or any part thereof.

(4) The claimant who has requested the hearing and such other persons as the Tribunal may specify are parties to proceedings before the Tribunal under this section.

(5) Subsection 15 (7) of this Schedule applies with necessary modifications to any disposition or decision of the Tribunal under this section.

TERMINATION OF PARTICIPATION IN THE FUND

18.—(1) A participant may withdraw from the fund at any time upon giving two years notice in writing to the Board, the Trustee and the Registrar.

(2) When a participant is in default in making any required payment to the fund, as determined by the Registrar, or in the discharge of any other obligation under this Schedule, upon receiving the written direction of the Registrar the Trustee shall forward notice in writing of the default to the participant.

(3) Where a default is not satisfied within ten days from the date of the notice from the Trustee referred to in subsection (2), the participant shall be deemed to be expelled from the fund.

(4) Subsection (3) does not apply where the default is due to the insolvency, bankruptcy or voluntary or compulsory winding-up of a participant.

(5) Upon withdrawal, or expulsion from the fund, the participant is not entitled to payment out of the fund of any amount paid to the Trustee under the terms of this Schedule.

(6) A participant referred to in subsection (5) shall file with the Board, the Trustee and the Registrar such financial statements and other evidence as the Board and the Director may in their discretion require to establish that the affairs of the participant are settled and that there are no claims on the fund and that arrangements satisfac-

tory to the Board and the Director have been made to ensure that all liabilities and obligations of the participant which should give rise to any such claim have been met and discharged.

(7) Subject to section 15 of this Schedule, upon the expiration of the two years notice given under subsection (1) and with the approval of the Board and the Registrar, the participant shall cease to be a participant and shall cease to participate in the fund.

THE TRUSTEE

19.—(1) The Trustee shall be a trust corporation registered under the *Loan and Trust Corporations Act* and shall be approved by the Director and the fees to be charged by the Trustee for the management of the trust shall be approved by the Director.

(2) The Trustee shall not be required to give any bond or other security for the performance of its duties and shall not be responsible for any diminution in the funds, securities or property of whatever character constituting part of the fund or any loss resulting from the making of any investments or from the retention in good faith for any length of time of securities or other property of whatsoever character purchased or acquired by it even if such securities or property may not be income producing, or from any mistake in judgment made in good faith, or from any loss of whatsoever character unless resulting from its own fraud, negligence or wilful misconduct.

(3) The Trustee may rely and shall be protected in acting upon any resolution, certificate, statement, instrument, opinion, report, notice, request, consent, letter, telegram, cablegram or other paper or document believed by it on reasonable grounds to be genuine and to have been signed, sent or delivered by or on behalf of the proper party or parties.

(4) The Trustee may employ or retain such counsel, accountants, appraisers, or other experts or advisers as it may reasonably require for the purpose of discharging its duties under this Schedule and may act and shall be protected in acting in good faith on the opinion or advice of or information obtained from any of them and shall not be responsible for any misconduct on the part of any of them.

(5) The Trustee may at any time resign as Trustee by giving ninety (90) days notice in writing to the Board and to the Director.

(6) The Board or the Director may at any time require the removal of the Trustee on giving ninety days notice in writing to the Trustee.

(7) Upon the resignation or removal of the Trustee or where the Trustee is at any time unable to act, the Board, with the approval of the Director shall appoint as a successor Trustee, a corporation authorized to do business in Ontario as a trust corporation under the *Loan and Trust Corporations Act* who, upon acceptance of such appointment, shall, subject to subsection (8), have vested in it without further act or formality, all the rights and powers given under this Schedule to the Trustee who resigned, was removed or was unable to act.

(8) Upon the written request of the Board the Trustee ceasing to act shall execute and deliver an instrument in writing transferring to the successor Trustee all the rights, powers and fund assets reposing in or with the Trustee ceasing to act, and shall do all such other acts or things necessary or desirable for the vesting of the fund assets in the successor Trustee.

(9) A Trustee ceasing to act shall render to the Director and to the Board an account of its administration following that covered by its last annual accounting required under subsection 14 (8) of this Schedule.

20.—(1) The Trustee, in the administration of the fund, shall have power and authority to,

- (a) invest and reinvest the fund in approved securities and may

do all acts and things and execute, acknowledge and deliver all instruments in respect thereof;

- (b) hold in the form of cash awaiting investment or other application hereunder any portion of the fund and may hold the cash in any deposit or current account operated by the Trustee;
- (c) sell, convert, assign, exchange, transfer or otherwise dispose of any approved securities at any time constituting part of the fund at public or private sale for such consideration and upon such terms and conditions as the Trustee sees fit;
- (d) vote in person or by proxy with respect to any approved security constituting part of the fund;
- (e) exercise personally or by general or limited power of attorney any right appurtenant to any approved securities or to any other property held by it at any time;
- (f) join in or dissent from and oppose the reorganization, redistribution, consolidation, merger, liquidation or sale of corporations or properties;
- (g) exchange approved securities for other securities issued in connection with or resulting from a reorganization and retain such securities;
- (h) exercise or sell any rights issued upon or with respect to any approved securities;
- (i) register any approved security or other property held by it in its own name or in the name of a nominee with or without the addition of words indicating that such securities are held in fiduciary capacity;
- (j) compromise, adjust or settle any claims in favour of or against the fund and to conduct any litigation arising out of such claims; and
- (k) do any act in addition to those referred to in clauses (a) to (j) with respect to any property in the fund necessary to protect the investment of the fund.

(2) The books and records of the Trustee shall at all times indicate that all approved securities and property howsoever held are part of the fund.

21.—(1) The Trustee's fee for performing its duties under this Schedule shall be such as may be mutually agreed upon from time to time between the Director and the Trustee and in default of such agreement as may be determined by the Director.

(2) The Trustee shall be entitled to be reimbursed for any and all costs, charges and expenses reasonably incurred by the Trustee in the performance of its duties pursuant to this Schedule.

(3) All fees, costs, charges and expenses and the expenses directed to be paid by the Board shall be deducted first from the income of the fund and in the event of any deficiency from the capital of the fund.

22.—(1) The Trustee shall notify the Board and the Registrar forthwith of any default of any participant or of any claim made in respect thereof, or of any failure by a participant to perform any obligation or condition under this Schedule.

(2) The Trustee shall furnish the Board with all information, records and documents in its possession in connection with this Schedule and its administration of the fund as the Board may from time to time reasonably request.

MISCELLANEOUS

23. No participant or person claiming under or against the fund

shall bring legal or equitable action against the Trustee, the fund, or the Board for any matter or cause whatsoever, except that the Board may claim against the Trustee for any loss resulting from the fraud, negligence, or wilful misconduct of the Trustee, and in default of satisfaction or settlement of such claim between the Trustee and the Board, the Board may commence such action or other proceeding as it may see fit against the Trustee, but in no event shall any part of the fund be attachable or otherwise made available to satisfy or settle any such claim or judgment or other court order in respect thereof.

24.—(1) All information, records and documents of any kind whatsoever about a participant or any officer, director, or shareholder of a participant, or information, record or document with respect to the business relations between the participant and any other person at any time in the possession or control of either the Trustee or the Board and howsoever obtained, may be confidentially exchanged between the Trustee and the Board.

(2) No participant or officer, director or shareholder of a participant shall have any claim of any kind whatsoever against the Board

or the Trustee arising from or out of the exchange of any information by the Board or the Trustee or arising from its use in good faith by the Trustee or the Board for any purpose.

(3) Nothing in subsections (1) and (2) shall constitute an obligation of the Board to furnish or disclose any information to the Trustee, participant or any other person.

25.—(1) The Board shall, when required by the Minister, provide such information, books, records or documents respecting the affairs of the fund as the Minister may specify from time to time.

(2) The Director may, where he or she considers it advisable, direct that the affairs of the fund be audited and the Board shall assist the Director in performing such an audit and shall provide all books and records and other information as may be required in connection therewith. R.R.O. 1980, Reg. 938, Sched.; O. Reg. 239/81, s. 1; O. Reg. 304/82, s. 1; O. Reg. 815/82, s. 2; O. Reg. 589/83, s. 1; O. Reg. 149/84, s. 1; O. Reg. 227/90, s. 1, revised.

Form 1

Travel Industry Act

HALF YEAR STATEMENT

Name of Participant

Business Address

HALF YEAR STATEMENT FOR PERIOD ENDING

Registration Number

Business Name of Participant

Business Address

1. Total sales volume (including commissions) received in the past half

year by the participant \$

2. Total payment due to the Trustee and remitted herewith \$

Date (signature)

(title)

ANNUAL DECLARATION AND REMITTANCE FOR THE YEAR ENDED

1. Total sales volume (including commissions) received in the past year by the participant \$

2. Total payment due to Trustee \$

3. Less half payment already remitted \$

4. Amount remitted with this form Item 2 less Item 3 \$

Date (signature)

(title)

R.R.O. 1980, Reg. 938, Form 6.

Truck Transportation Act *Loi sur le camionnage*

REGULATION 1086

CONDITIONS OF CARRIAGE—CARRIERS OF 01 41—LIVESTOCK AND 01 92—ANIMAL SPECIALTIES

1. A bill of lading issued by a holder of an operating authority in respect of a shipment of 01 41-livestock or 01 92-animal specialties shall be identified by a numerical or alpha-numerical code and shall contain,

- (a) the name of the consignor;
- (b) the name and address of the consignee;
- (c) the originating point of the shipment;
- (d) the destination of the shipment;
- (e) the date of the shipment;
- (f) the name of the originating carrier issuing the bill of lading;
- (g) the names of connecting carriers, if any;
- (h) particulars of the goods;
- (i) the gross weight of each shipment;
- (j) a space to show the declared valuation of the shipment, if any;
- (k) information as to whether the charges are prepaid or collect;
- (l) a space to show the amount to be collected by the carrier on a C.O.D. shipment;
- (m) if applicable, a statement, in conspicuous form, that the carrier's liability is limited by a term or condition of the schedule of rates or by other agreement; and
- (n) the words "at owner's risk" where the shipment is at the owner's risk. O. Reg. 28/89, s. 1.

2. A waybill shall bear the same numerical or alpha-numerical identification code as the original bill of lading and shall show the name of the consignor, the name of the consignee, the originating point of shipment, the destination of the shipment, connecting carriers, if any, particulars of the goods and information as to whether the charges are prepaid or collect. O. Reg. 28/89, s. 2.

3. The conditions set out in the Schedule shall be deemed to be a part of every contract for the carriage for compensation of 01 41-livestock and 01 92-animal specialties. O. Reg. 28/89, s. 3.

Schedule

1. Liability of Carrier

The carrier of the goods herein described is liable for any loss of or damage or injury to goods accepted by the carrier or the carrier's agent except as hereinafter provided.

2. Liability of Originating Carrier

Where a shipment is accepted for carriage by more than one carrier, the carrier who issues the bill of lading (hereinafter called the originating carrier), in addition to any other liability hereunder, is liable for any loss of or damage or injury to the goods while they are in the custody of any other carrier to whom the goods are delivered and the onus of proving that the loss, damage or injury was not caused or did not result while the goods were in the custody of another carrier to whom the goods were delivered is upon the originating carrier.

3. Recovery from Connecting Carriers

The originating carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are delivered the amount that the originating carrier or delivering carrier, as the case may be, is required to pay for the loss of or damage or injury to the goods while they were in the custody of such other carrier.

4. Remedy by Consignor or Consignee

Nothing in Article 2 or 3 deprives a consignor or consignee of any rights the consignor or consignee may have against any carrier.

5. Exceptions from Liability

The carrier shall not be liable for loss, damage, injury or delay to any of the goods described in the bill of lading caused by an act of God, the Queen's or public enemies, riots, strikes, a defect in the goods, an act or default of the consignor, owner or consignee, authority of law, quarantine or difference in weights of 01 41-livestock or 01 92-animal specialties by natural shrinkage.

6. Delay

No carrier is bound to carry goods by any particular public truck or in time for any particular market or otherwise than with due dispatch, unless by agreement that is specifically endorsed on the bill of lading and signed by the parties.

7. Routing by Carrier

If the carrier forwards the goods by a conveyance that is not a public truck, the liability of the carrier is the same as though the entire carriage were by public truck.

8. Stoppage in Transit

If goods are stopped and held in transit at the request of the party entitled to so request, the goods are held at the risk of that party.

9. Valuation

Subject to Article 10, the amount of any loss, injury or damage for which the carrier is liable, whether or not the loss, injury or damage results from negligence, shall be the lesser of,

- i. the value of the goods at the place and time of shipment including the freight and other charges if paid, and

- ii. \$3.31 per kilogram computed on the total weight of the shipment.

10. Declared Value

If the consignor has declared a value of the goods on the face of the bill of lading, the amount of any loss, injury or damage for which the carrier is liable shall be or shall not exceed the declared value.

11. Consignor's Risk

- i. If it is agreed that the goods are carried at the risk of the consignor or owner of the goods, such agreement covers only such risks as are necessarily incidental to the carriage and the agreement does not relieve the carrier from liability for any loss or damage, injury or delay that results from the negligence of the carrier or the carrier's agents or employees.
- ii. The burden of proving absence of negligence shall be on the carrier.

12. Notice of Claim

No carrier is liable for loss, damage, injury or delay to any goods carried under the bill of lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage, injury or delay is given in writing to the originating carrier or the delivering carrier within ninety days after delivery of the goods or, in the case of failure to make delivery, within ninety days after a reasonable time for delivery has elapsed.

13. Articles of Extraordinary Value

- i. No carrier is bound to carry any documents, specie or articles of extraordinary value unless by a special agreement to do so.
- ii. If such goods are carried without a special agreement and the nature of the goods is not disclosed on the bill of lading, the carrier shall not be liable for any loss, injury, damage or delay in excess of the maximum liability stipulated in Article 9.

14. Freight Charges

- i. If required by the carrier, the freight and all other lawful charges accruing on the goods shall be paid before delivery.
- ii. If upon inspection it is ascertained that the goods shipped are not those described in the bill of lading, the freight charges must be paid upon the goods actually shipped with any additional charges lawfully payable thereon.
- iii. If a consignor does not indicate that a shipment is to move prepaid, or does not indicate how the shipment is to move, it will automatically move on a collect basis.

15. Undelivered Goods

- i. If, through no fault of the carrier, the goods cannot be delivered, the carrier shall immediately give notice to the consignor and consignee that delivery cannot be made and shall request disposal instructions.
- ii. Pending receipt of disposal instructions,
 - A. the goods may be stored in the warehouse of

the carrier, subject to a reasonable charge for storage, or

- B. if the carrier has notified the consignor in writing of this intention, the goods may be removed to and stored in a public or licensed warehouse at the expense of the consignor, without liability on the part of the carrier, and subject to a lien for all freight and other lawful charges, including a reasonable charge for storage.

16. Alterations

Any limitation on the carrier's liability on the bill of lading and any alteration to the bill of lading shall be signed or initialled by the consignor and the originating carrier or their agents and unless signed and initialled shall be without effect.

17. C.O.D. Shipments

- i. A carrier shall clearly indicate, on the documents accompanying each C.O.D. shipment received and transported, the name and address of the consignor or other person designated as payee to whom the delivering carrier shall remit C.O.D. funds collected upon delivery of the shipment.
- ii. A carrier shall keep all C.O.D. money in a trust fund account separate from the other revenues and funds of the carrier's business.
- iii. A carrier shall remit all C.O.D. money to the consignor or person designated by the consignor within fifteen days after collection.
- iv. If a C.O.D. shipment is not delivered within ten days of its arrival at its destination, the carrier shall notify the consignor in writing giving reasons for the non-delivery and shall obtain instructions in writing for disposal of the shipment.
- v. A carrier shall maintain a separate record of all C.O.D. shipments, collections and remittances and the records shall be produced when required for inspection by an officer of the Ministry.

O. Reg. 28/89, Sched.

REGULATION 1087

CONDITIONS OF CARRIAGE—GENERAL FREIGHT CARRIERS

1. Subsection 19 (1) of the Act does not apply to holders of authorities which permit the transportation of road construction materials, 40-garbage, waste or scrap, 01 919 60-sod, 11-coal or 24 211-lumber, rough or dressed. O. Reg. 26/89, s. 1.

2. A bill of lading issued by a holder of an operating licence, except when issued in respect of a shipment of 01 41-livestock or 01 92-animal specialties or when issued by the holder of a Household Goods operating authority, shall be identified by a numerical or alpha-numerical code and shall contain,

- (a) the name of the consignor;
- (b) the name and address of the consignee;
- (c) the originating point of the shipment;
- (d) the destination of the shipment;

- (e) the date of the shipment;
- (f) the name of the originating carrier issuing the bill of lading;
- (g) the names of connecting carriers, if any;
- (h) the particulars of the goods comprising the shipment;
- (i) a space to show the declared valuation of the shipment, if any;
- (j) information as to whether the charges are prepaid or collect;
- (k) a space to show whether the C.O.D. fee is prepaid or collect;
- (l) a space to show the amount to be collected by the carrier on a C.O.D. shipment;
- (m) a space to note any special agreement between consignor and carrier;
- (n) a statement to indicate that the uniform conditions of carriage apply;
- (o) an acknowledgment of receipt by the carrier or the intermediary of the goods therein described indicating whether the goods were received in apparent good order and condition;
- (p) an undertaking by the carrier or the intermediary to carry the goods for delivery to the consignee or the person entitled to receive the goods;
- (q) the signed acceptance by or on behalf of the issuing carrier or issuing intermediary and the consignor of the conditions contained, or deemed to be contained, therein;
- (r) a statement of the notice of claim requirements in the uniform conditions of carriage; and
- (s) if applicable, a statement, in conspicuous form, that the carrier's liability is limited by a term or condition of the schedule of rates or by other agreement. O. Reg. 26/89, s. 2; O. Reg. 31/90, s. 1.

3.—(1) The consignor shall plainly mark each article covered by a bill of lading referred to in section 2 with the name of the consignee and the destination of such article.

(2) Subsection (1) does not apply if the article is part of a truckload shipment from one consignor to one consignee. O. Reg. 26/89, s. 3.

4. A waybill shall bear the same numerical or alpha-numerical identification code as the original bill of lading and shall show the name of the consignor, the name of the consignee, the originating point of the shipment, the destination of the shipment, the date of the shipment, connecting carriers, if any, particulars of the goods and information as to whether the charges are prepaid or collect. O. Reg. 31/90, s. 2.

5.—(1) The conditions set out in the Schedule shall be deemed to be a part of every contract for the carriage of goods for compensation.

(2) Subsection (1) does not apply to contracts for the carriage of 01 41-livestock, 01 92-animal specialties, goods listed under the Household Goods classification of operating licences or to contracts between an intermediary and a consignor for the carriage of goods. O. Reg. 26/89, s. 5.

Schedule

1. Liability of Carrier

The carrier of the goods herein described is liable for any loss of or damage to goods accepted by the carrier or the carrier's agent except as hereinafter provided.

2. Liability of Originating and Delivering Carriers

Where a shipment is accepted for carriage by more than one carrier, the carrier who issues the bill of lading (hereinafter called the originating carrier) and the carrier who assumes responsibility for delivery to the consignee (hereinafter called the delivering carrier), in addition to any other liability hereunder, are liable for any loss of or damage to the goods while they are in the custody of any other carrier to whom the goods are delivered and from which liability the other carrier is not relieved.

3. Recovery from Connecting Carriers

i. The originating carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are delivered the amount that the originating carrier or delivering carrier, as the case may be, is required to pay for the loss of or damage to the goods while they were in the custody of such other carrier.

ii. If there is a concealed damage settlement and the goods were interlined between carriers so that it is not clear as to who had custody of the goods when they were damaged, the originating carrier or delivering carrier, as the case may be, is entitled to recover from each of the interlined carriers an amount prorated on the basis of each carrier's revenue for carriage of the damaged goods.

4. Remedy by Consignor or Consignee

Nothing in Article 2 or 3 deprives a consignor or consignee of any rights the consignor or consignee may have against any carrier.

5. Exceptions from Liability

The carrier shall not be liable for loss, damage or delay to any of the goods described in the bill of lading caused by an act of God, the Queen's or public enemies, riots, strikes, a defect or inherent vice in the goods, an act or default of the consignor, owner or consignee, authority of law, quarantine or difference in weights of grain, seed or other commodities caused by natural shrinkage.

6. Delay

No carrier is bound to carry goods by any particular public truck or in time for any particular market or otherwise than with due dispatch, unless by agreement that is specifically endorsed on the bill of lading and signed by the parties.

7. Routing by Carrier

If the carrier forwards the goods by a conveyance that is not a public truck, the liability of the carrier is the same as though the entire carriage were by public truck.

8. Stoppage in Transit

If goods are stopped and held in transit at the request of the party entitled to so request, the goods are held at the risk of that party.

9. Valuation

Subject to Article 10, the amount of any loss or damage for which the carrier is liable, whether or not the loss or damage results from negligence, shall be the lesser of,

- i. the value of the goods at the place and time of shipment, including the freight and other charges if paid, and
- ii. \$4.41 per kilogram computed on the total weight of the shipment.

10. Declared Value

If the consignor has declared a value of the goods on the face of the bill of lading, the amount of any loss or damage for which the carrier is liable shall be or shall not exceed the declared value.

11. Consignor's Risk

- i. If it is agreed that the goods are carried at the risk of the consignor, such agreement covers only such risks as are necessarily incidental to the carriage and the agreement does not relieve the carrier from liability for any loss or damage or delay that results from the negligence of the carrier or the carrier's agents or employees.
- ii. The burden of proving absence of negligence shall be on the carrier.

12. Notice of Claim

- i. No carrier is liable for loss, damage or delay to any goods carried under the bill of lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage or delay is given in writing to the originating carrier or the delivering carrier within sixty days after delivery of the goods or, in the case of failure to make delivery, within nine months from the date of shipment.
- ii. The final statement of the claim must be filed within nine months from the date of shipment, together with a copy of the paid freight bill.

13. Articles of Extraordinary Value

- i. No carrier is bound to carry any documents, specie or articles of extraordinary value unless by a special agreement to do so.
- ii. If such goods are carried without a special agreement and the nature of the goods is not disclosed on the bill of lading, the carrier shall not be liable for any loss or damage in excess of the maximum liability stipulated in Article 9.

14. Freight Charges

- i. If required by the carrier, the freight and all other lawful charges accruing on the goods shall be paid before delivery.
- ii. If upon inspection it is ascertained that the goods shipped are not those described in the bill of lading, the freight charges must be paid upon the goods actually shipped with any additional charges lawfully payable thereon.
- iii. If a consignor does not indicate that a shipment is to

move prepaid, or does not indicate how the shipment is to move, it will automatically move on a collect basis.

15. Dangerous Goods

Every person, whether as principal or agent, shipping dangerous goods without previous full disclosure to the carrier as required by law, shall indemnify the carrier against all loss, damage or delay caused by the failure to disclose and such goods may be warehoused at the consignor's risk and expense.

16. Undelivered Goods

- i. If, through no fault of the carrier, the goods cannot be delivered, the carrier shall immediately give notice to the consignor and consignee that delivery cannot be made and shall request disposal instructions.
- ii. Pending receipt of disposal instructions,
 - A. the goods may be stored in the warehouse of the carrier, subject to a reasonable charge for storage, or
 - B. if the carrier has notified the consignor of this intention, the goods may be removed to and stored in a public or licensed warehouse at the expense of the consignor, without liability on the part of the carrier, and subject to a lien for all freight and other lawful charges, including a reasonable charge for storage.

17. Return of Goods

If a notice has been given by the carrier pursuant to paragraph i of Article 16, and no disposal instructions have been received within ten days from the date of such notice, the carrier may return to the consignor, at the consignor's expense, all undelivered shipments for which such notice has been given.

18. Alterations

Subject to Article 19, any limitation on the carrier's liability on the bill of lading and any alteration to the bill of lading shall be signed or initialled by the consignor and the originating carrier or their agents and unless signed and initialled shall be without effect.

19. Weights

- i. It shall be the responsibility of the consignor to show correct shipping weights of the shipment on the bill of lading.
- ii. If the actual weight of the shipment does not agree with the weight shown on the bill of lading, the weight shown on the bill of lading may be corrected by the carrier.

20. C.O.D. Shipments

- i. A carrier shall not deliver a C.O.D. shipment unless payment is received in full.
- ii. The charge for collecting and remitting the amount of C.O.D. bills for C.O.D. shipments must be collected from the consignee unless the consignor has instructed otherwise on the bill of lading.
- iii. A carrier shall remit all C.O.D. money to the con-

signor, or person designated by the consignor, within fifteen days after collection.

iv. A carrier shall keep all C.O.D. money in a trust fund or account separate from the other revenues and funds of the carrier's business.

v. A carrier shall include the charges for collecting and remitting money paid by consignees as a separate item in the schedule of rates.

O. Reg. 26/89, Sched; O. Reg. 31/90, s. 3.

REGULATION 1088

CONDITIONS OF CARRIAGE—HOUSEHOLD GOODS CARRIERS

1. A bill of lading issued by a holder of a Household Goods operating authority shall be identified by a numerical or alpha-numerical code and shall contain,

- (a) the name and address of the consignor;
- (b) the name, address and telephone number of the consignee;
- (c) the originating point of the shipment;
- (d) the destination of the shipment;
- (e) the date of the shipment;
- (f) in a conspicuous place, the name and telephone number of the original contracting carrier;
- (g) in a conspicuous place, the name and telephone number of the destination agent;
- (h) the names of connecting carriers, if any;
- (i) the inventory of the goods comprising the shipment;
- (j) a statement as to whether the goods were received in apparent good order and condition, except as noted on the inventory;
- (k) a space to show the declared valuation of the shipment;
- (l) a space to show the amount of freight and all other charges to be collected by the carrier;
- (m) a space to show the date or time period agreed upon for delivery;
- (n) a space to note any special services or agreements between the consignor and the originating contracting carrier;
- (o) a statement to indicate that the uniform conditions of carriage apply;
- (p) if applicable, a statement, in conspicuous form, that the carrier's liability is limited by a term or condition of the carriage; and
- (q) a statement in conspicuous form that the signature of the consignee for receipt of goods does not preclude future claim for loss or damage made within the time limits prescribed by the conditions of carriage. O. Reg. 27/89, s. 1.

2. A waybill shall bear the same numerical or alpha-numerical identification code as the original bill of lading and shall show the name of the consignor, the name of the consignee, the originating

point of the shipment, the destination of the shipment, connecting carriers, if any, and particulars of the goods. O. Reg. 27/89, s. 2.

3. The conditions set out in the Schedule shall be deemed to be a part of every contract for the carriage for compensation of any of the commodities listed under the Household Goods classification of operating licences. O. Reg. 27/89, s. 3.

Schedule

1. Liability of Carrier

The carrier of the goods herein described is liable for any loss of or damage to goods accepted by the carrier or the carrier's agent except as hereinafter provided.

2. Liability of Originating and Delivering Carriers

Where a shipment is accepted for carriage by more than one carrier, the carrier who issues the bill of lading (hereinafter called the originating carrier) and the carrier who assumes responsibility for delivery to the consignee (hereinafter called the delivering carrier), in addition to any other liability hereunder, are liable for any loss of or damage to the goods while they are in the custody of any other carrier to whom the goods are delivered and from which liability the other carrier is not relieved.

3. Recovery from Connecting Carriers

The originating carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are delivered the amount that the originating carrier or delivering carrier, as the case may be, is required to pay for the loss of or damage to the goods while they were in the custody of such other carrier.

4. Remedy by Consignor or Consignee

Nothing in Article 2 or 3 deprives a consignor or consignee of any rights the consignor or consignee may have against any carrier.

5. Exceptions from Liability

i. The carrier shall not be liable for,

- A. loss, damage or delay to any of the goods described in the bill of lading caused by an act of God, the Queen's or public enemies, riots, strikes, a defect in the goods, an act or default of the consignor, owner or consignee, authority of law or quarantine,
- B. except as a result of the negligence of the carrier or the carrier's agents or employees,
 1. damage to fragile articles that are not packed and unpacked by the contracting carrier or the contracting carrier's agent or employees,
 2. damage to the mechanical, electronic or other operations of radios, phonographs, clocks, appliances, musical instruments and other equipment, irrespective of who packed or unpacked such articles, unless servicing and preparation was performed by the contracting carrier or the carrier's agent or employees,
 3. deterioration of or damage to perishable food, plants or pets,

4. loss of contents of consignor-packed articles, unless the containers used are opened for the carrier's inspection and articles are listed on the bill of lading and receipted for by the carrier,

C. damage to or loss of a complete set or unit when only part of such set is damaged or lost, in which event the carrier shall only be liable for repair or replacement of the lost or damaged piece or pieces,

D. damage to the goods at a place or places of pick-up at which the consignor or the consignor's agent is not in attendance,

E. damage to the goods at a place or places of delivery at which the consignee or the consignee's agent is not in attendance and cannot give receipt for goods delivered.

- ii. The burden of proving absence of negligence for the purpose of subparagraph B of paragraph i is on the carrier.

6. Delay

- i. At the time of acceptance of the contract, the original contracting carrier shall provide the consignor with a date or time period within which delivery is to be made.
- ii. Failure by the carrier to effect delivery within the time specified on the face of the bill of lading shall render the carrier liable for reasonable food and lodging expenses incurred by the consignee.
- iii. Failure by the consignee to accept delivery when tendered within the time specified on the bill of lading shall render the consignee liable for reasonable storage in transit, handling and redelivery charges incurred by the carrier.

7. Routing by Carrier

If the carrier forwards the goods by a conveyance that is not a public truck, the liability of the carrier is the same as though the entire carriage were by public truck.

8. Stoppage in Transit

If goods are stopped and held in transit at the request of the party entitled to so request, the goods are held at the risk of that party.

9. Valuation

Subject to Article 10, the amount of any loss or damage for which the carrier is liable, whether or not the loss or damage results from negligence of the carrier or the carrier's employees or agents, shall be the lesser of,

- i. the value of the goods at the place and time of shipment, and
- ii. the greater of,
 - A. the value of the goods as represented by the consignor on the face of the bill of lading, and
 - B. \$4.41 per kilogram computed on the total weight of the shipment.

10. Election

- i. If the consignor so elects on the face of the bill of lading, the maximum liability shall be based on \$1.32 per kilogram per article lost or damaged.

- ii. If the liability is calculated under Article 9, the consignor shall pay to the carrier any additional charges incurred by the carrier to provide insurance coverage in excess of \$1.32 per kilogram per article.

11. Consignor's Risk

If it is agreed that the goods are carried at the risk of the consignor, such agreement covers only such risks as are necessarily incidental to the carriage and the agreement does not relieve the carrier from liability for any loss or damage or delay that results from any negligence by the carrier or the carrier's agents or employees and the burden of proving absence of negligence shall be on the carrier.

12. Notice of Claim

- i. No carrier is liable for loss, damage or delay to any goods carried under the bill of lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage or delay is given in writing to the originating carrier or the delivering carrier within sixty days after delivery of the goods or, in the case of failure to make delivery, within nine months from the date of shipment.
- ii. The final statement of the claim must be filed within nine months from the date of shipment.
- iii. The original carrier or the delivering carrier, as the case may be, shall acknowledge receipt of the claim within thirty days thereafter.

13. Articles of Extraordinary Value

- i. No carrier is bound to carry any documents, specie or articles of extraordinary value unless by a special agreement to do so.
- ii. If such goods are carried without a special agreement and the nature of the goods is not disclosed on the bill of lading, the carrier shall not be liable for any loss or damage in excess of the maximum liability stipulated in Article 9.

14. Freight Charges

- i. If required by the carrier, the freight and all other lawful charges accruing on the goods shall be paid before delivery but, if the total charges exceed the estimated charges by more than 10 per cent, the consignee shall pay the difference between the estimated and total charges within fifteen days (excluding Saturdays, Sundays and holidays) after delivery.
- ii. The fifteen-day extension in paragraph i does not apply if the carrier notifies the consignor of the total charges immediately after the goods are loaded or if the consignor signs a waiver of the extension.
- iii. If upon inspection it is ascertained that the goods shipped are not those described in the bill of lading, the freight charges must be paid upon the goods actually shipped with any additional charges lawfully payable thereon.
- iv. If a consignor does not indicate that a shipment is to move prepaid, or does not indicate how the ship-

ment is to move, it will automatically move on a collect basis.

15. Dangerous Goods

Every person, whether as principal or agent, shipping dangerous goods without previous full disclosure to the carrier, as required by law, shall indemnify the carrier against all loss, damage or delay caused by the failure to disclose and such goods may be warehoused at the consignor's risk and expense.

16. Undelivered Goods

i. If, through no fault of the carrier, the goods cannot be delivered, the carrier shall immediately give notice to the consignor and consignee that delivery cannot be made and shall request disposal instructions.

ii. Pending receipt of disposal instructions,

A. the goods may be stored in the warehouse of the carrier, subject to a reasonable charge for storage, or

B. if the carrier has notified the consignor of this intention, the goods may be removed to and stored in a public or licensed warehouse at the expense of the consignor, without liability on the part of the carrier, and subject to a lien for all freight and other lawful charges, including a reasonable charge for storage.

17. Alterations

Subject to Article 18, any limitation on the carrier's liability on the bill of lading and any alteration to the bill of lading shall be signed or initialled by the consignor and the originating carrier or their agents and, unless signed and initialled, shall be without effect.

18. Weights

i. It shall be the responsibility of the originating carrier or such carrier's agent to show on the bill of lading the correct tare and gross and net weights by use of a certified public scale and to attach the weigh scale ticket to such carrier's copy of the bill of lading.

ii. If there is no certified public scale at the place of origin or within a radius of sixteen kilometres of the place of origin, the gross weight shall be deemed to be 112 kilograms per cubic metre of properly loaded van space.

O. Reg. 27/89, Sched; O. Reg. 441/89, ss. 1, 2.

REGULATION 1089

CONDITIONS OF CARRIAGE—INTERMEDIARIES

1. A bill of lading issued by a holder of an Intermediary operating authority (hereinafter called an intermediary) shall be identified by a numerical or alpha-numerical code and shall contain,

- (a) the name of the consignor;
- (b) the name and address of the consignee;
- (c) the originating point of the shipment;
- (d) the destination of the shipment;

- (e) the date of the shipment;
- (f) the name of the intermediary issuing the bill of lading;
- (g) the number of pieces or the quantity of goods;
- (h) the contents of the packages or the particulars of goods;
- (i) the gross weight of each shipment;
- (j) a space to show the declared valuation of the shipment, if any;
- (k) information as to whether the charges are prepaid or collect;
- (l) a space to show the amount to be collected by the carrier on a C.O.D. shipment;
- (m) the words "at owner's risk" where the shipment is at the owner's risk. O. Reg. 29/89, s. 1.

2. A waybill shall bear the same numerical or alpha-numerical identification code as the original bill of lading and shall show the name of the consignor, the name of the consignee, the originating point of shipment, the destination of the shipment, connecting carriers, if any, particulars of the goods and information as to whether the charges are prepaid or collect. O. Reg. 29/89, s. 2.

3. The conditions set out in the Schedule shall be deemed to be a part of every contract for the carriage of goods for compensation between the intermediary and a consignor. O. Reg. 29/89, s. 3.

Schedule

1. Liability of Carrier

The intermediary of the goods herein described is liable for any loss of or damage or injury to goods accepted by the intermediary or the intermediary's agent except as hereinafter provided.

2. Recovery from Connecting Carriers

The carrier who issues the bill of lading (hereinafter called the originating carrier) or the carrier who assumes responsibility for delivery to the consignee (hereinafter called the delivering carrier), as the case may be, is entitled to recover from any other carrier to whom the goods are delivered the amount that the originating carrier or delivering carrier, as the case may be, is required to pay for the loss of or damage or injury to the goods while they were in the custody of such other carrier.

3. Exceptions from Liability

The intermediary is not liable for loss, damage, injury or delay to any of the goods described in the bill of lading caused by an act of God, the Queen's or public enemies, riots, strikes, a defect in the goods, an act or default of the consignor, owner or consignee, authority of law, quarantine or difference in weights of grain, seed or other commodities caused by natural shrinkage.

4. Delay

No intermediary is bound to accept or carry goods by any particular public truck or in time for any particular market or otherwise than with due dispatch, unless by agreement that is specifically endorsed on the bill of lading and signed by the parties.

5. Valuation

Subject to Article 6, the amount of any loss, injury or dam-

age for which the intermediary is liable, whether or not the loss, injury or damage results from negligence, shall be the lesser of,

- i. the value of the goods at the place and time of shipment including the freight and other charges if paid, and
- ii. \$4.41 per kilogram computed on the total weight of the shipment.

6. Declared Value

If the consignor has declared a value of the goods on the face of the bill of lading, the amount of any loss, injury or damage for which the intermediary is liable shall be or shall not exceed the declared value.

7. Consignor's Risk

- i. If it is agreed that the goods are carried at the risk of the consignor or owner, such agreement covers only such risks as are necessarily incidental to the carriage and the agreement does not relieve the intermediary from liability for any loss, injury, damage or delay that results from any negligence by the intermediary or the intermediary's agents or employees.
- ii. The burden of proving absence of negligence shall be on the intermediary.

8. Notice of Claim

No intermediary is liable for loss, damage, injury or delay to any goods carried under the bill of lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage, injury or delay is given in writing to the originating carrier or the delivering carrier within ninety days after delivery of the goods or, in the case of failure to make delivery, within ninety days after a reasonable time for delivery has elapsed.

9. Articles of Extraordinary Value

- i. No carrier is bound to carry any documents, specie or articles of extraordinary value unless by a special agreement with the intermediary to do so.
- ii. If such goods are carried without a special agreement, the carrier shall not be liable for any loss, injury or damage in excess of the maximum liability stipulated in Article 5.
- iii. If the consignor has declared the value of such goods on the face of the bill of lading and the intermediary has not entered into a special agreement with the carrier that indicates the extraordinary value of the goods carried by the carrier, the intermediary shall be liable to the consignor for the loss, injury or damage in excess of the carrier's maximum liability.

10. Dangerous Goods

Every person, whether as principal or agent, shipping dangerous goods without previous full disclosure to the intermediary as required by law shall indemnify the intermediary against all loss, damage or delay caused by the failure to disclose and such goods may be warehoused at the consignor's risk and expense.

11. Alterations

Any limitation on the intermediary's liability on the bill of lading and any alteration to the bill of lading shall be signed

or initialled by the parties or their agents and unless signed and initialled shall be without effect.

O. Reg. 29/89, Sched.

REGULATION 1090

OBLIGATIONS OF LICENSEES

1. This Regulation applies to operating licences issued under the Act or deemed to be licences for the purposes of the Act and to the holders of such licences. O. Reg. 30/89, s. 1.

BILL OF LADING EXEMPTIONS

2.—(1) The Registrar may grant a bill of lading exemption under subsection 19 (6) of the Act to a holder of an operating licence who,

- (a) uses electronic data transmission equipment that contains and would provide, except for the exemption, the information required to be contained in a bill of lading; or
- (b) is engaged in carrying parcels, wrapped or unwrapped, each of which does not weigh more than forty-five kilograms.

(2) The exemption to a licensee referred to in clause (1) (b) only applies to the carriage of parcels described in that clause. O. Reg. 30/89, s. 2.

3.—(1) A licensee who receives a bill of lading exemption under clause 2 (1) (a) shall identify each of the items carried by a reference number or other means that will permit identification of each item at a later date.

(2) A licensee who receives a bill of lading exemption under subsection 2 (1) shall retain for one year after each delivery the information that, except for the exemption, would be required to be contained in a bill of lading. O. Reg. 30/89, s. 3.

INSURANCE

4.—(1) For each motor vehicle operated by a licensee, the licensee shall provide or effect and carry with an insurer licensed under the *Insurance Act*,

- (a) motor vehicle liability insurance in the amount of \$1,000,000; and
- (b) liability insurance for loss or damage to cargo in an amount sufficient to cover the loss or damage of the cargo carried.

(2) Clause (1) (b) does not apply where the cargo is road-construction materials, iron, steel, coal, rough lumber, miscellaneous waste or scrap or materials of an indestructible or non-flammable nature. O. Reg. 30/89, s. 4.

TARIFF OF TOLLS

5. Every licensee shall publish a tariff of tolls for the purposes of section 18 of the Act by making the tariff available in written form for inspection by any person who requests to see it during ordinary business hours at the principal place of business of the licensee in Ontario or, if there is no such place, at premises of the licensee's agent appointed under subsection 4 (12) of the Act. O. Reg. 30/89, s. 5.

6. The following classes of licensees are exempted from the requirements of section 18 of the Act:

1. Licensees operating under Single-source or Owner-driver authorities.

2. Licensees engaging in the carriage of road-construction materials.
3. Licensees who operate no more than four commercial vehicles under the authority of the operating licence, except a licensee whose licence includes a Household Goods authority. O. Reg. 30/89, s. 6.

REGULATION 1091

OPERATING LICENCES

1.—(1) In this Regulation and in an operating authority,

“bulk goods” means goods that can be scooped, poured, pumped or shovelled and are loaded, transported and delivered in bulk quantities;

“dump vehicle” means a commercial motor vehicle, trailer or semi-trailer, other than a tilt’n load vehicle, tank vehicle or hopper vehicle that discharges its load either by means of a mechanical conveyor system that is part of the vehicle or by tilting the container;

“geographic area” includes a point, place or highway but does not include a location outside Ontario;

“goods” does not include,

- (a) uncrated furniture, appliances and personal effects transported as part of a relocation of a household,
- (b) vehicles and boats moved as part of a relocation of a household, or
- (c) uncrated new vehicles;

“hopper vehicle” means a commercial motor vehicle, trailer or semi-trailer that discharges its load through a bottom opening without tilting or dumping but does not include a tank vehicle;

“household goods” means,

- (a) furniture, appliances and personal effects transported as part of the relocation of a household and includes vehicles and boats moved as part of the same household,
- (b) uncrated furniture and equipment transported to an office, store, factory, commercial establishment, museum, hospital or public institution to be furnishings therein,
- (c) stock-in-trade moved as part of the relocation of an office, store or commercial establishment, and
- (d) objects of art, displays, exhibits, computers and electronic devices that require specialized handling;

“Household Goods Carrier” means the holder of an operating authority for the carriage of household goods while operating the business of a household goods mover;

“new vehicle” means 37 111—motor passenger or air cars, assembled, 37 112—motor trucks or truck tractors, assembled, for which a permit other than a temporary permit has not been issued under section 7 of the *Highway Traffic Act* or a comparable legislative provision in another jurisdiction;

“Northern Ontario” means the districts of Rainy River, Kenora, Thunder Bay, Sudbury, Manitoulin, Algoma, Cochrane, Timiskaming, Nipissing and Parry Sound, The District Municipality of Muskoka and The Regional Municipality of Sudbury;

“place of business”, in relation to a household goods mover, means a terminal, warehouse, office or garage at which a licensee or an

employee or agent of a licensee reports for work and performs regular service;

“specialized equipment” means,

- (a) a tilt’n load vehicle, or
- (b) an unenclosed commercial vehicle, trailer or semi-trailer with a load-bearing surface that is not more than 1.22 metres above the road surface;

“tank vehicle” means a commercial motor vehicle, trailer or semi-trailer that has attached to the chassis, deck or body thereof an enclosed container,

- (a) capable of being used for the storage of 2.3 kilolitres of bulk goods during transportation on the highway, and
- (b) constructed so that the area of all apertures giving access to the bulk goods is no more than 5 per cent of the external area of the enclosed container;

“unenclosed vehicle” includes a vehicle or part thereof equipped with a tarpaulin or other removable cover. O. Reg. 25/89, s. 1 (1); O. Reg. 440/89, s. 1.

(2) This Regulation applies only to operating licences issued under the *Truck Transportation Act* and not to operating licences issued under the *Public Commercial Vehicles Act*, being chapter 407 of the Revised Statutes of Ontario, 1980. O. Reg. 25/89, s. 1 (2).

2.—(1) The following classes of operating authorities may be issued:

1. General Freight.
2. Tank Vehicle.
3. Household Goods.
4. Bulk.
5. Heavy and Specialized.
6. Named Commodity.
7. Interchange.
8. Intermediary.
9. Single-source.
10. Owner-driver.

(2) An operating authority shall be in a form set out in the Schedule and, except as provided for in the Act or this Regulation, shall not contain any,

- (a) additions;
- (b) deletions;
- (c) limitations; or
- (d) conditions,

that restrict the operation of the licensee.

(3) An Interchange operating authority authorizes the holder thereof to carry goods under an operating licence of an affiliated corporation so long as,

- (a) the affiliated corporation requires additional commercial motor vehicles;

- (b) the holder of the Interchange operating authority does not solicit business requiring the operation of a vehicle under the operating licence of the affiliated corporation;
 - (c) there is no reduction in the number of commercial motor vehicles registered under the *Highway Traffic Act* and operated under the *Truck Transportation Act* in the name of the affiliated corporation;
 - (d) the goods are carried pursuant to a bill of lading issued by the affiliated corporation;
 - (e) the goods are carried in accordance with the terms of the affiliated corporation's operating licence; and
 - (f) the holder of the Interchange operating authority and the affiliated corporation remain affiliated.
- (4) An operating authority that authorizes the carriage of goods to or from a named geographic area in Ontario or between named geographic areas in Ontario authorizes the carriage of goods within the named geographic areas.
- (5) An operating authority that authorizes the carriage of hogs to an assembly point of the Ontario Pork Producers Marketing Board authorizes the carriage of hogs to any other place at the direction of that Board.
- (6) If an operating authority indicates an origin and more than one destination for the carriage of goods, the goods may be carried to any place indicated as an origin or a destination.
- (7) Every operating authority authorizes the holder thereof who carries the goods to carry to the consignor or as directed by the consignor,
- (a) the goods that have been rejected or returned by the consignee; and
 - (b) empty containers with a capacity not in excess of thirty cubic metres, empty pallets and other packing materials previously used to convey the goods.
- (8) Goods described in clause (a) of the definition of "household goods" may be carried only under the authority of a Household Goods operating authority. O. Reg. 25/89, s. 2.
3. An applicant for a Household Goods operating authority that authorizes carriage to all points in Ontario shall provide the Ministry with the applicant's place or places of business. O. Reg. 25/89, s. 3.
- 4.—(1) The use of a tank vehicle is authorized by an operating authority only when the authority so stipulates.
- (2) The carriage of new vehicles is authorized by an operating authority only when the authority so stipulates. O. Reg. 25/89, s. 4 (1, 2).
- (3) Despite subsection (2), a General Freight operating authority or a Heavy and Specialized operating authority authorizes the holder to carry new vehicles other than those commonly known as passenger cars, station wagons, vans and pick-up trucks. O. Reg. 30/90, s. 1.
- 5.—(1) Reference in an operating authority to a city, town, village or township has the same meaning as it does in the *Municipal Act*.
- (2) Reference in an operating authority to a regional municipality, district municipality or The Municipality of Metropolitan Toronto has the same meaning as it does in the Act establishing the regional municipality, the district municipality or The Municipality of Metropolitan Toronto.
- (3) Reference in an operating authority to any district, district municipality or regional municipality in Northern Ontario has the

same meaning as it does in the Act establishing the district, the district municipality or the regional municipality. O. Reg. 440/89, s. 2.

(4) The term "between" in an operating authority means that the origin and destination of the goods carried must be in the named geographic areas.

(5) Reference to a township in an operating authority does not include the cities, towns and villages within the township.

(6) Reference to a county in an operating authority includes all municipalities within the county.

(7) Reference to a regional municipality, district municipality or The Municipality of Metropolitan Toronto includes all the area municipalities therein.

(8) Reference to any district, district municipality or regional municipality in Northern Ontario in an operating authority does not include,

- (a) the cities of North Bay, Sault Ste. Marie, Sudbury, Thunder Bay and Timmins; or
- (b) the towns of Bracebridge, Cochrane, Dryden, Elliot Lake, Espanola, Fort Frances, Gravenhurst, Haileybury, Hearst, Huntsville, Iroquois Falls, Kapuskasing, Kenora, Kirkland Lake, New Liskeard, Nickle Centre, Onaping Falls, Parry Sound, Rayside-Balfour, Sturgeon Falls, Valley East and Walden.

(9) Reference to "points in Ontario" in an operating authority includes any point in Ontario. O. Reg. 25/89, s. 5 (3-8).

6.—(1) All references in an operating authority to commodities, other than new vehicles or road construction materials, shall be in the terms by which they are described in the STCC and shall include the STCC number.

(2) Except as otherwise specifically indicated, reference to a STCC number in an operating authority includes all articles whose STCC number begins with the STCC number referred to.

(3) An abbreviation in an operating authority has the meaning attributed to it in the STCC. O. Reg. 25/89, s. 6.

NOTICE OF CONTRACT

7. The holder of an Owner-driver authority or Single-source authority shall file with the Registrar a notice of contract containing,

- (a) the name, address and CVOR certificate number of the licensee;
- (b) the name, address and CVOR certificate number of the other party to the contract;
- (c) the manufacturer's vehicle identification number or similar identifying mark for the commercial vehicle or vehicles operated under the contract;
- (d) the date of execution of the contract;
- (e) the date on which the contract is to become effective;
- (f) the date on which the contract is to expire; and
- (g) an authorized signature on behalf of the licensee. O. Reg. 25/89, s. 7; O. Reg. 440/89, s. 3.

FEES

8. The following fees shall be paid:

1. To file an application for an operating licence or an amended operating licence	\$250	Ontario, provided that the licensee has a place or places of business only at (geographic areas).
2. For a trip permit	100	For the carriage of household goods to or from/between/within (geographic areas).
3. To file an application for an initial certificate of intercorporate exemption	100	<i>Bulk</i>
4. To file an amendment to a certificate of intercorporate exemption adding or deleting an affiliated corporation or corporations	50	For the carriage of bulk goods in dump or hopper equipment only to or from/between/within (geographic areas).
5. To file an application for a certificate of competency .	25	<i>Heavy and Specialized</i>
6. To file an application for the replacement of an operating licence, a vehicle certificate, certificate of competency, trip permit or certificate of intercorporate exemption.....	5	For the carriage of goods on specialized equipment only to or from/between/within (geographic areas).
7. To file a request for a public interest hearing.....	250	<i>Named Commodity</i>
8. To obtain a copy of any document filed in the Ministry or any statement containing information from the records.....	5	For the carriage of (named commodity or new vehicles) to or from/between/within (geographic areas).
9. To obtain a certified copy of any document filed in the Ministry or any statement containing information from the records.....	10	For the carriage of new vehicles for and on behalf of (named consignor or consignee) between points in Ontario.
10. To file an application for a temporary operating licence	150	For the carriage of goods for and on behalf of (named consignor or consignee) between points in Ontario.
11. To file an application for a special operating authority	100	For the carriage of road construction materials to or from/between/within (geographic areas) provided no more than commercial motor vehicles be so operated.
12. To file an application for bill of lading exemption.....	100	<i>Interchange</i>
O. Reg. 25/89, s. 8.		For the carriage of goods under the authority of the operating licence(s) held by the following affiliated corporation(s).

Schedule**FORMS OF OPERATING AUTHORITIES***General Freight*

For the carriage of goods to or from/between/within (geographic areas).

Tank Vehicle

For the carriage of goods in tank vehicles only to or from/between/within (geographic areas).

For the carriage of (commodity) in tank vehicles only to or from/between/within (geographic areas).

For the carriage of goods in tank vehicles only for and on behalf of (named consignor or consignee) between points in Ontario.

Household Goods

For the carriage of household goods between points in

Intermediary

For the arranging of transportation services for compensation by a person licensed to conduct such transportation.

Single-source

For the provision under contract of drivers and commercial vehicles owned or leased by the licensee.

For the provision under contract of drivers and commercial vehicles owned or leased by the licensee, provided that no more than a total of commercial vehicles be so operated under all such contracts.

Owner-driver

For the provision under contract of a driver and one commercial vehicle owned or leased by the licensee.

(Where the form provides for the insertion of "to or from/between/within" or "and/or", strike out phrases which are not appropriate.)

O. Reg. 25/89, Sched.

Upholstered and Stuffed Articles Act *Loi sur les articles rembourrés*

REGULATION 1092

GENERAL

DEFINITIONS

1. In this Regulation,

“bedding” means any mattress, mattress type pad, boxspring, quilt, comforter, sleeping bag, mattress protector pad, pillow or quilted bedspread, that contains stuffing concealed by fabric or other flexible material or any such article that can be used for sleeping or reclining purposes, but does not include decorator cushions;

“home hobby or craft operator” means a person who manufactures less than 1000 upholstered or stuffed articles per year in the person’s residence for sale to the public, but does not include a renovator;

“new material” means material manufactured for use as stuffing and includes new material manufactured for use other than as stuffing that is subsequently shredded, cut or reduced to a fibrous state through any process for use as stuffing;

“upholstered furniture” means any furniture that is made or sold with cushions, loose or attached, or is itself stuffed or filled in whole or in part with any stuffing concealed by fabric or other flexible material or any such article that can be used for sitting, resting or reclining purposes. R.R.O. 1980, Reg. 940, s. 1; O. Reg. 352/86, s. 1.

REGISTRATION

2.—(1) An application for registration as a manufacturer or as a renovator shall be in Form 7.

(2) An application for registration as a home hobby or craft operator shall be in Form 8. O. Reg. 294/83, s. 1, *part*.

(3) Every registration lapses on the anniversary of the date on which it was granted unless the prescribed application for renewal of registration in Form 9, together with the prescribed fee, is filed with the Director before that date. O. Reg. 641/87, s. 1; 1988, c. 9, s. 5.

3.—(1) A home hobby or craft operator shall file a statement with the Director at the time of application under subsection 2 (1) for initial registration indicating the number of stuffed articles the applicant proposes to manufacture during the initial registration period. R.R.O. 1980, Reg. 940, s. 3 (1); 1988, c. 9, s. 5.

(2) Every home hobby or craft operator shall file with the Director at the time of application for renewal of registration under subsection 2 (3) a statement that indicates the number of stuffed articles manufactured during the past registration period. O. Reg. 641/87, s. 2; 1988, c. 9, s. 5.

FEES

4.—(1) The fee for registration as a manufacturer or a renewal thereof is \$350 for each registration number issued.

(2) The fee for registration as a renovator or a renewal thereof is \$75 for each registration number issued. O. Reg. 457/89, s. 1.

5. A person registered as a renovator may during the course of

any annual registration period manufacture not more than twenty-five new articles. O. Reg. 621/84, s. 1, *part*.

6.—(1) The fee for registration as a home hobby or craft operator is, if the proposed production of stuffed articles during the registration period is,

(a) fewer than 100 articles	\$15.00
(b) 100 articles or more but fewer than 500 articles	35.00
(c) 500 articles or more but fewer than 1000 articles	75.00

(2) The fee for renewal of a registration as a home hobby or craft operator is, if the number of stuffed articles indicated on the statement filed under subsection 3 (2) is,

(a) fewer than 100 articles	\$15.00
(b) 100 articles or more but fewer than 500 articles	35.00
(c) 500 articles or more but fewer than 1000 articles	75.00

O. Reg. 457/89, s. 2.

7.—(1) Subject to subsection (2), every label shall be made of muslin, linen or a material equivalent in strength to muslin or linen and shall be,

- (a) in Form 1 and coloured white, where new material is used exclusively;
- (b) in Form 3 and coloured white, where an article is renovated; or
- (c) in Form 4 and coloured yellow, where an article is second hand.

(2) Despite subsection (1), a label affixed to an upholstered or stuffed article, other than an article of bedding or upholstered furniture, may be in Form 2, and coloured white, where new material is used exclusively.

(3) Every off-sale label affixed under section 19 of the Act shall be in Form 6.

(4) Despite subsections (1) and (2), a label required to be affixed under subsection 13 (3) of the Act shall be at least 52 square centimetres in size and in Form 5 and may be printed or typed on cardboard. O. Reg. 294/83, s. 3, *part*.

(5) Where the seat of a chair is fabricated as a unit separate from the chair and the seat has a hard surface backing, a label may be affixed on the backing by means of a rubber stamp provided that the label is legible and indelible.

(6) Subject to subsections (7) and (10), where a label in Form 1 or Form 6 is affixed to an upholstered or stuffed article, the label shall indicate under the heading “Content”, the main stuffing materials of the upholstered or stuffed article as set out in column II of the Schedule up to the three main stuffing materials used as measured by weight and the size of the label shall be extended as necessary.

(7) Subsection (6) does not apply where the requirements of that subsection are satisfied by a label affixed under the *Textile Labelling Act* (Canada).

- (8) Except for,
- (a) the registration number;
 - (b) where the manufacturer or renovator so desires, the firm name and address of the manufacturer or renovator;
 - (c) information required by the laws of the Parliament of Canada, where the manufacturer desires to have such information printed on an extended version of the labels required by this Regulation; or
 - (d) the indication of the main stuffing materials,

no printing other than that contained in a prescribed form shall appear on a label. R.R.O. 1980, Reg. 940, s. 7 (5-8).

(9) Labels affixed to an upholstered or stuffed article manufactured in a province designated in section 8, in compliance with the law of that province, are adopted for use in Ontario.

(10) Where a province designated in section 8 has the same requirements as in subsection (6), labels affixed to an upholstered or stuffed article not manufactured in that province, in compliance with the laws of that province, are adopted for use in Ontario. O. Reg. 294/83, s. 3, *part*.

8.—(1) The following provinces are designated for the purposes of section 16 of the Act:

1. The Province of Alberta
2. The Province of Manitoba
3. The Province of Quebec

(2) Labels as approved by a designated Province may be affixed to upholstered or stuffed articles manufactured in that Province in lieu of the labels prescribed by this Regulation. R.R.O. 1980, Reg. 940, s. 8.

PROCESSING OF FEATHERS AND FEATHER PRODUCTS

9. Feathers or feather products used as stuffing shall be processed by being,

- (a) washed with a detergent for at least thirty minutes in water of a temperature of at least 52° Celsius;
- (b) rinsed thoroughly for at least twenty minutes in warm water;

- (c) drained and treated by steam at a temperature of at least 110° Celsius for at least 30 minutes and at a pressure of 104 kilopascals; and
- (d) thoroughly dried for a period of twenty minutes at a temperature of at least 93° Celsius. R.R.O. 1980, Reg. 940, s. 9; O. Reg. 294/83, s. 4.

STERILIZING OF UPHOLSTERED AND STUFFED ARTICLES

10.—(1) Before being sold or offered for sale, an upholstered or stuffed article referred to in clause 18 (1) (a) of the Act shall be sterilized by being exposed to formaldehyde gas for not less than ten hours in a gas-tight sterilization chamber equipped with,

- (a) at least one air inlet having a gas-tight closure gate or valve; and
- (b) at least one air outlet having a gas-tight closure gate or valve.

(2) The air outlet of the sterilization chamber referred to in subsection (1) shall be equipped with a duct of a size sufficient to carry the exhaust gases to the outside atmosphere at a point removed from any door, window or opening. R.R.O. 1980, Reg. 940, s. 10 (1, 2).

(3) The formaldehyde gas referred to in subsection (1) shall be generated from 570 millilitres of formaldehyde solution for each twenty-eight cubic metres of space in the sterilization chamber. O. Reg. 294/83, s. 5.

(4) Where more than one upholstered or stuffed article is placed in a sterilization chamber referred to in subsection (1), the articles shall be so spaced from each other that gas may circulate freely among the articles.

(5) Where shelves are used in a sterilization chamber referred to in subsection 1, the shelves shall be of lattice construction. R.R.O. 1980, Reg. 940, s. 10 (4, 5).

DISINFESTING OF UPHOLSTERED AND STUFFED ARTICLES

11. Before being sold or offered for sale, an upholstered or stuffed article referred to in clause 18 (1) (c) of the Act shall be disinfested by an exterminator licensed under the *Pesticides Act*, in an enclosed space or vault and in compliance with the requirements of that Act and the regulations made thereunder. O. Reg. 294/83, s. 6.

Form 1
Formule 1

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

6.5 cm										
14.6 cm	<p>NOT TO BE REMOVED UNTIL DELIVERED TO THE CONSUMER</p> <p>NE PAS ENLEVER AVANT LIVRAISON AU CONSOMMATEUR</p>									
	<p>THIS ARTICLE CONTAINS NEW MATERIAL ONLY</p> <p>CET ARTICLE CONTIENT MATÉRIAU NEUF SEULEMENT</p>									
	<p>THIS LABEL IS AFFIXED IN COMPLIANCE WITH THE <i>UPHOLSTERED AND STUFFED ARTICLES ACT</i></p> <p>CETTE ÉTIQUETTE EST APPOSÉE CONFORMÉMENT À LA <i>LOI SUR LES ARTICLES REMBOURRÉS</i></p>									
	<table border="0"> <tr> <td>MADE BY</td><td>FABRIQUÉ PAR</td></tr> <tr> <td>ONT. REG. NO.</td><td>NO. D'ENRG. ONT.</td></tr> <tr> <td colspan="2" style="text-align: center;">(NUMBER/NOMBRE)</td></tr> <tr> <td colspan="2" style="text-align: center;">(NAME/NOM)</td></tr> <tr> <td colspan="2" style="text-align: center;">(ADDRESS/ADRESSE)</td></tr> </table>	MADE BY	FABRIQUÉ PAR	ONT. REG. NO.	NO. D'ENRG. ONT.	(NUMBER/NOMBRE)		(NAME/NOM)		(ADDRESS/ADRESSE)
MADE BY	FABRIQUÉ PAR									
ONT. REG. NO.	NO. D'ENRG. ONT.									
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(NAME/NOM)										
(ADDRESS/ADRESSE)										
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CONTENT	CONTENU									

O. Reg. 294/83, s. 7, part.

Form 2
Formule 2

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

7 cm	
Not to be removed until delivered to the consumer	Ne pas enlever avant livraison au consommateur
This label is affixed in compliance with the <i>Upholstered and Stuffed Articles Act</i>	Cette étiquette est apposée conformément à la <i>Loi sur les articles rembourrés</i>
This article contains NEW MATERIAL ONLY	Cet article contient MATÉRIAU NEUF SEULEMENT
Made by ONT. REG. NO.	Fabriqué par NO. D'ENRG. ONT.
CONTENT	CONTENU

3.8 cm

O. Reg. 294/83, s. 7, *part.*

Form 3
Formule 3

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

RENOVATED ARTICLE (Not for Sale) ARTICLE RÉNOVÉ (Vente interdite)	
This label is affixed in compliance with the <i>Upholstered</i> <i>and Stuffed Articles Act</i> Cette étiquette est apposée conformément à la <i>Loi sur les</i> <i>articles rembourrés</i>	
Owner-Propriétaire 	
Renovated by: Ont. Reg. No.	Rénové par : No. d'enrg. Ont. (Name/Nom) (Address/Adresse)

6.4 cm

O. Reg. 294/83, s. 7, part.

Form 4
Formule 4

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

Not to be removed until delivered to the consumer Ne pas enlever avant livraison au consommateur	
SECOND HAND ARTICLE ARTICLE D'OCCASION	
This label is affixed in compliance with the <i>Upholstered</i> <i>and Stuffed Articles Act</i> Cette étiquette est apposée conformément à la <i>Loi sur les</i> <i>articles rembourrés</i>	
Sold by: _____ name/nom _____ address/adresse	Vendu par : _____ name/nom _____ address/adresse

6.4 cm

O. Reg. 294/83, s. 7, part.

Form 5
Formule 5

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

FOR RENOVATION (not for sale)	POUR RÉNOVATION (vente interdite)
This label is affixed in compliance with the <i>Upholstered</i> <i>and Stuffed Articles Act</i>	Cette étiquette est apposée conformément à la <i>Loi sur les</i> <i>articles rembourrés</i>
Name/Nom _____	
Address/Adresse _____	

O. Reg. 294/83, s. 7, part.

Form 6
Formule 6

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

NOTICE
AVIS

This label is affixed under authority of the *Upholstered and Stuffed Articles Act*.

Cette étiquette est apposée en vertu de l'autorité de la *Loi sur les articles rembourrés*.

OFF - SALE
VENTE PROHIBÉE

Until this label has been removed by an authorized person, it is illegal to sell, or offer to sell, lease or deliver this article or to remove this label.

Tant que cette étiquette n'aura pas été enlevée par une personne autorisée, il est illégal de vendre, de mettre en vente, de louer ou de livrer cet article ou d'enlever cette étiquette.

Date _____

Official Signature
Signature officielle

O. Reg. 294/83, s. 7, *part, revised*.



Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Form 7
Formule 7

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

Application for Registration
Demande d'enregistrement

To:

Ministry of Consumer & Commercial Relations
Upholstered and Stuffed Articles Branch

For Office Use Only/Réservé au bureau

Registration Number/Numéro d'enregistrement

Destinataire :

Ministère de la Consommation et du Commerce
Direction des articles rembourrés

Date Issued/Date de délivrance

Name of Firm/Nom de l'entreprise

Address of Firm/Adresse

Postal Code/Code postal Tel. No./Numéro de téléphone

Name of Owner or Partners/Nom du propriétaire ou des associés

Name of Officer(s) (if Corporation)/Nom des dirigeants (s'il s'agit d'une personne morale)

Schedule of Fees/Tarifs

Manufacturer/Fabricant \$350.00

Renovator/Rénovateur 75.00

I hereby declare the answers given in this application to be true.

Je déclare par la présente que les renseignements donnés sur la demande sont vrais.

Date Signed/Signature

This application must be accompanied by a payment to the order of the *Treasurer of Ontario* and should be forwarded to the address at the top of this application form.

Envoyer la demande accompagnée du paiement libellé à l'ordre du *trésorier de l'Ontario* à l'adresse indiquée au haut de cette formule.

O. Reg. 294/83, s. 7, *part*; O. Reg. 621/84, s. 2; O. Reg. 352/86, s. 4; O. Reg. 457/89, s. 3, *revised*.



Ontario

Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Form 8
Formule 8

Upholstered and Stuffed Articles Act
Loi sur les articles rembourrés

Application for Registration
Demande d'enregistrement

As a home hobby or craft operator/
d'un passe-temps à domicile ou d'exploitant d'un artisanat

To:
Ministry of Consumer & Commercial Relations
Upholstered and Stuffed Articles Branch

For Office Use Only/Réservé au bureau

Registration Number/Numéro d'enregistrement

Date Issued/Date de délivrance

Destinataire :
Ministère de la Consommation et du Commerce
Direction des articles rembourrés

(Please print/en lettres moulées)

Name of Operation/Nom de l'entreprise

Address/Adresse

Postal Code/Code postal Tel. No./Numéro de téléphone

Name of Operator/Nom de l'exploitant

Type(s) of Articles Manufactured/Genre(s) d'articles fabriqués

I propose to manufacture stuffed articles during the initial registration period of one year.

J'envisage de fabriquer articles rembourrés pendant la période d'enregistrement initiale d'un an.

I hereby declare the answers given in this application to be true.

Je déclare par la présente que les renseignements donnés sur la demande sont vrais.

Date Signed/Signature

For the manufacturer of/Nombre d'articles fabriqués

Schedule of Fees/Tarifs

Fewer than 100 articles/Moins de 100 articles \$15.00

100 or more but fewer than 500 articles/de 100 à 499 articles 35.00

500 or more but fewer than 1000 articles/de 500 à 999 articles 75.00

This application must be accompanied by a payment to the order of the *Treasurer of Ontario* and should be forwarded to the address at the top of this application form.

Envoyer la demande accompagnée du paiement libellé à l'ordre du *trésorier de l'Ontario* à l'adresse indiquée au haut de cette formule.

O. Reg. 294/83, s. 7, *part*; O. Reg. 352/86, s. 5; O. Reg. 457/89, s. 4, *revised*.

Form 9 / Formule 9

Upholstered and Stuffed Articles Act/Loi sur les articles rembourrés

APPLICATION FOR RENEWAL OF REGISTRATION DEMANDE DE RENOUVELLEMENT DE L'ENREGISTREMENT

Name & Address Change/Changement de nom et d'adresse

Check nature of business/Genre d'entreprise (cocher)

Schedule of Fees/TarifsManufacturer/ ☐
FabricantRenovator/ ☐
RénovateurDate:
Signed/
SignatureHome Hobby or Craft Operator ☐
Passe-temps à domicile ou exploitant d'un artisanat

I have manufactured stuffed articles
J'ai fabriqué articles rembourrés
during the past registration period.
au cours de la dernière période d'enregistrement.
For the manufacture of: Nombre d'articles fabriqués :
less than 100 articles/moins de 100 articles
100 or more but less than 500 articles/de 100 à 499 articles
500 or more but less than 1000 articles/de
500 à 999 articles

Please remit cheque or money order payable to the
Treasurer of Ontario
Envoyer un chèque ou un mandat libellé à l'ordre du trésorier de
l'Ontario

To: Ministry of Consumer and Commercial Relations
Revenue Office
Destinataire : Ministère de la Consommation et du Commerce
Bureau des recettes

O. Reg. 641/87, s. 3, revised.

Schedule

COLUMN I	COLUMN II	COLUMN III	
Class	Main Stuffing Material	Description	
Cotton	1. White Cotton Felt	A mixture containing predominantly cotton linters, staple cotton and cotton by-products that may include white fibres other than cotton.	
Hair	2. Hair	A stuffing made from the filamentous epidermal outgrowth of mammals.	
Down and Feathers	3. Down	Stuffing made from the undercoating of water fowl consisting of light, fluffy filaments growing from one quill point but without quill shafts or stuffing that is composed of the following products: Down and plumules, at least 75%* Down fibre 5% maximum Small, fine fluffy feathers 15% maximum Feather fibre and residue 5% maximum * Percentages are by weight of products.	
	4. Down and Feathers	A mixture of down and feathers containing not less than 51% by weight of down.	
	5. Feathers and Down	A mixture of feathers and down containing not less than 20% by weight of down.	
	6. Feathers	Stuffing made from the plumage, other than down, of any kind of land or water fowl.	

COLUMN I	COLUMN II	COLUMN III
Class	Main Stuffing Material	Description
Cellular Products	7. (Organic Base) Foam (see note 1)	Stuffing made from a polymerized material consisting of a mass of thin walled cells produced chemically or physically.
	8. Chipped Foam	A stuffing material made of foam that has been subjected to a shredding process.
	9. Bonded Foam	A stuffing material made of foam that has been shredded, cut or broken into pieces and cemented together.
	10. (Organic Base) Molded Foam (see note 1)	A stuffing material made from foam that has been made in a mold in the shape in which it is intended to be used.
Cellulose Fibre	11. By Generic Name (see note)	A fibre manufactured from a generated cellulosic substance.
Polymer Fibre	12. By Generic Name (see note 2)	A manufactured fibre where the fibre forming the substance is a long chain synthetic polymer.
Glass Fibre	13. Glass Fibre	A stuffing made from manufactured fibres in which the substance from which the fibres are formed is glass.
Natural and Miscellaneous Fibres	14. Coconut Fibres	
	15. Esparto Fibres	
	16. Excelsior	
	17. Flax Fibres	
	18. Jute Fibres	
	19. Kapok	
	20. Sawdust	
	21. Sisal Fibres	
New reworked material	22. Reclaimed Fibres	New material that has been made into thread, yarn or fabric and that is subsequently shredded, cut or reduced to a fibrous state.
	23. Reclaimed (material by name)	New material manufactured for use other than as stuffing that is subsequently reprocessed for use as stuffing.

NOTES: 1. Where foam or molded foam is used as a stuffing material, the name of the organic base from which it is made shall precede the term "foam" or "molded foam", as the case may be.

2. Every cellulose fibre and every polymer fibre shall be set out by the generic name for the fibre.

R.R.O. 1980, Reg. 940, Sched.

Veterinarians Act *Loi sur les vétérinaires*

REGULATION 1093

GENERAL

DEFINITIONS

1. In this Regulation,

“auxiliary” means a person involved in a member’s practice of veterinary medicine other than another member;

“member” means a member of the College. O. Reg. 140/90, s. 1.

PART I REGISTRATION AND ACCREDITATION

2. In this Part,

“acceptable unaccredited veterinary school” means a veterinary school, other than an accredited veterinary school, that at the time of an applicant’s graduation,

- (a) provides an undergraduate program of veterinary medical education leading to a basic degree that includes at least 125 weeks of instruction scheduled over a minimum of thirty-two months, and
- (b) is listed in the World Directory of Veterinary Schools last published by the World Health Organization or is classified as “AVMA—listed” in the Directory of Veterinary Colleges of the World last published by the American Veterinary Medical Association;

“accredited veterinary school” means a veterinary school that, at the time of an applicant’s graduation, is accredited by the Council on Education of the American Veterinary Medical Association;

“basic degree” means a Doctor of Veterinary Medicine or an equivalent degree in veterinary medicine;

“companion animal” does not include a horse;

“local examination” means an examination approved by the Registration Committee on legal and ethical aspects of veterinary practice in Ontario including reportable diseases; and

“major surgery” means surgery,

- (a) in which bone, viscera or an extensive area of subcutaneous tissue is exposed, or
- (b) the failure of which would endanger the life or organ function of the animal. O. Reg. 140/90, s. 2.

3.—(1) The requirements for the issuing of any licence are that the applicant,

- (a) is a Canadian citizen or permanent resident or has another status under the *Immigration Act* (Canada) consistent with the class of licence for which application is made;
- (b) has completed the Test of English as a Foreign Language with a minimum score of 550 and the Test of Spoken English with a minimum score of 200 or has successfully completed tests acceptable to the College of the applicant’s ability to speak and write in French with scores that reflect

a competence that is at least equivalent to the scores required in English;

- (c) completes an application for the class of licence for which application is made on a form provided by the Registrar;
- (d) if the applicant has previously practised veterinary medicine, provides evidence that there has been no finding of, and that there is no current proceeding involving an allegation of, professional misconduct, gross neglect or impairment;
- (e) provides a declaration affirming that there has been no finding of guilt of, and that there is no charge pending involving an allegation of, an offence relevant to the applicant’s suitability to practise veterinary medicine;
- (f) pays the relevant examination fee, application fee, licence fee, and annual membership fee as set out in the Schedule;
- (g) meets the requirements for the class of licence for which application is made; and
- (h) submits in person to the Registrar his or her original degree in veterinary medicine and documentation proving his or her identity.

(2) Clause (1) (b) does not apply if the primary and secondary education of the applicant was conducted in English or French or if the undergraduate veterinary education of the applicant was conducted in English or French.

(3) Clause (1) (h) does not apply to an applicant who is a graduate of an accredited veterinary school in Canada or who applies for a short-term licence. O. Reg. 140/90, s. 3.

4.—(1) A restricted licence is a licence with conditions or limitations imposed by a committee under the Act or by the Council under a predecessor of that Act.

(2) A holder of a restricted licence may practise veterinary medicine only in accordance with the conditions of the licence. O. Reg. 140/90, s. 4.

5.—(1) The requirements for the issuing of a general licence are that the applicant,

- (a) has earned a basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school;
 - (b) has obtained a score higher than 1.5 standard deviations below the mean on both parts of the national board examination for veterinary medical licensing of the National Board Examination Committee of the American Veterinary Medical Association, including the clinical competency test;
 - (c) has successfully completed the local examination; and
 - (d) if a graduate of an acceptable unaccredited veterinary school, after compliance with clause (b), has successfully completed the clinical proficiency examination of the National Examining Board of the Canadian Veterinary Medical Association administered through an accredited veterinary school.
- (2) Despite subsection (1), a member who has surrendered a gen-

eral licence and been issued an educational licence immediately thereafter shall be deemed to have the requirements for the issuing of a general licence for two months after the termination of the educational licence. O. Reg. 140/90, s. 5.

6.—(1) The requirements for the issuing of an academic licence are that the applicant,

- (a) has a basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school;
- (b) has a full-time teaching or research appointment of professorial rank in the Ontario Veterinary College of the University of Guelph with full payment at salary of rank paid by the University; and
- (c) has successfully completed the local examination.

(2) A holder of an academic licence may engage in the practice of veterinary medicine only in the department in which he or she holds a professorial appointment and to the extent required by that appointment.

(3) An academic licence terminates when the licensee ceases to hold an appointment in accordance with clause (1) (b). O. Reg. 140/90, s. 6.

7.—(1) The requirements for the issuing of a public service licence are that the applicant,

- (a) has earned a basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school; and
- (b) is employed by the Crown in right of Canada.

(2) A holder of a public service licence may engage in the practice of veterinary medicine only in the course of employment by the Crown in right of Canada.

(3) A public service licence terminates when the licensee ceases to be employed by the Crown in right of Canada. O. Reg. 140/90, s. 7.

8.—(1) The requirements for the issuing of a short-term licence are that the applicant,

- (a) has earned a basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school;
- (b) provides a document from a member holding a general licence without conditions that evidences the member's undertaking to supervise the applicant and to be responsible for continuing after the licensee leaves Ontario any veterinary care started in Ontario by the licensee; and
- (c) is appointed by the Ontario Veterinary College of the University of Guelph, a regional academy of veterinary medicine in Ontario or a recognized group of members with special veterinary interest, or has the consent of the College, to perform specific veterinary services solely for a short-term, special purpose.

(2) A holder of a short-term licence may engage in the practice of veterinary medicine only under the supervision of the member whose undertaking has been given under clause (1) (b) and to the extent required by the appointment or consent under clause (1) (c).

(3) A short-term licence terminates on the earliest of,

- (a) the day the appointment or consent under clause (1) (c) is terminated;
- (b) the day the licensee leaves Ontario; and
- (c) thirty days after the licence is issued. O. Reg. 140/90, s. 8.

9.—(1) The requirements for the issuing of an educational licence are that the applicant,

- (a) has earned a basic degree from an accredited veterinary school or an acceptable unaccredited veterinary school; and
- (b) is enrolled in a program of postgraduate veterinary education provided by the Ontario Veterinary College of the University of Guelph.

(2) The holder of an educational licence,

- (a) may engage in the practice of veterinary medicine only as required by the program of education in which the licensee is enrolled and only under the supervision of a full-time employee of the University of Guelph who holds a general licence or an academic licence; and
- (b) may receive remuneration for veterinary services only in the form of a fixed salary or stipend.

(3) An educational licence terminates when the licensee ceases to be enrolled in a program of postgraduate veterinary education provided by the Ontario Veterinary College of the University of Guelph. O. Reg. 140/90, s. 9.

10. The requirements for the issuing or renewing of any certificate of accreditation are that the veterinary facility meets the standards established under subsection 8 (1) of the Act for the class of certificate of accreditation for which application is made and the applicant,

- (a) submits to the College an application in a form provided by the Registrar;
- (b) is the owner of, or a partner in, the practice conducted on or from the facility that is the subject of application, or submits to the College the written authority of the owners or partners of that practice to provide the undertaking required under clause (c);
- (c) provides a written undertaking to be responsible for the facility on a form provided by the Registrar;
- (d) holds a general licence or a restricted licence the conditions of which are consistent with the conditions of the certificate of accreditation; and
- (e) pays the inspection fee set out in the Schedule. O. Reg. 140/90, s. 10.

11. It is a condition of a certificate of accreditation that the designation of a veterinary facility described in Column A of the Table contains one of the appropriate terms set out in Column B of the Table:

TABLE

	COLUMN A	COLUMN B
1.	Companion animal hospital	Clinic, Hospital or Services
2.	Companion animal office	Office or Services
3.	Companion animal mobile office	Mobile Office or Mobile Services
4.	Companion animal mobile	Mobile, Mobile Services or House Call Services
5.	Companion animal emergency clinic	Emergency Clinic or Emergency Hospital
6.	Companion animal spay-neuter clinic	Spay-Neuter Clinic
7.	Food-producing animal hospital	Clinic, Hospital or Services

TABLE—Continued

	COLUMN A	COLUMN B
8.	Food-producing animal mobile	Mobile, Services or Mobile Services
9.	Equine clinic	Clinic, Hospital or Services
10.	Equine mobile	Mobile, Services or Mobile Services
11.	Poultry service	Clinic or Services

O. Reg. 140/90, s. 11.

12.—(1) Subject to subsection (2), a certificate of accreditation expires,

- (a) in the case of accreditation following the correction of deficiencies found in an inspection, three years after the certificate of accreditation was issued or renewed; and
- (b) in the case of accreditation based upon an inspection in which no deficiencies were found, five years after the certificate of accreditation was issued or renewed.

(2) A certificate of accreditation expires before the period described in subsection (1) if,

- (a) a stationary veterinary facility, or a stationary element of a facility with a mobile element, is relocated; or
- (b) no member meets the requirements in clauses 10 (a), (b), (c) and (d) in respect of the veterinary facility. O. Reg. 140/90, s. 12.

13. Every member practising in or from a facility, other than a companion animal mobile, food-producing animal mobile or equine mobile, shall ensure that the certificate of accreditation is displayed conspicuously in the facility so that clients can read it easily. O. Reg. 140/90, s. 13.

14.—(1) A certificate of accreditation for a companion animal hospital, office, mobile office, mobile, emergency clinic or spay-neuter clinic limits the veterinary practice in or from the facility to the treatment of companion animals.

(2) A certificate of accreditation for a food-producing animal hospital or mobile limits the veterinary practice in or from the facility to the treatment of food-producing animals and horses.

(3) A certificate of accreditation for an equine clinic or mobile limits the veterinary practice in or from the facility to the treatment of horses.

(4) A certificate of accreditation for a poultry service limits the veterinary practice in or from the facility to the treatment of poultry.

(5) It is a condition of a certificate of accreditation for a companion animal office that the veterinary services provided in or from the facility do not include radiology, major surgery, overnight confinement or, except for observation and continuing care on the day of treatment, hospitalization.

(6) It is a condition of a certificate of accreditation for a companion animal mobile office that the veterinary services provided in or from the facility do not include radiology, major surgery, overnight confinement or hospitalization.

(7) A certificate of accreditation for a companion animal mobile limits the veterinary services provided from the facility to,

- (a) assessments;
- (b) vaccinations;

- (c) tranquilization, sedation or local anaesthesia;
- (d) surgical repair of simple wounds for which general anaesthesia is not necessary;
- (e) treatment of abscesses for which general anaesthesia is not necessary;
- (f) tail docks and dewclaw removals on animals less than one week of age;
- (g) nail clipping;
- (h) expression of anal glands;
- (i) cleansing and treatment of ear conditions for which general anaesthesia is not necessary;
- (j) minor dental work for which general anaesthesia is not necessary;
- (k) ophthalmic examinations and simple ocular procedures;
- (l) collection for screening analysis of blood, skin scrapings, urine and feces;
- (m) bandaging;
- (n) euthanasia;
- (o) emergency care pending transport to a companion animal hospital;
- (p) prescribing and dispensing drugs;
- (q) collection of semen;
- (r) artificial insemination; and
- (s) breeding supervision.

(8) It is a condition of a certificate of accreditation for a companion animal emergency clinic that a member is actually on duty in the facility and available for service with reasonable promptness,

- (a) every weekday from at least 7 p.m. to 9 a.m. the following day;
- (b) every weekend from at least 7 p.m. Friday to 9 a.m. the following Monday; and
- (c) every statutory holiday from at least 7 p.m. the day before the holiday to 9 a.m. the day following the holiday.

(9) A certificate of accreditation for a companion animal spay-neuter clinic limits the veterinary services provided in or from the facility to spay and neuter procedures, including the pre-, intra- and post-operative management usually associated with those procedures. O. Reg. 140/90, s. 14.

15.—(1) The Council may by by-law establish a category of membership for retired members and may,

- (a) designate the name by which the category is to be known; and
- (b) establish the criteria for membership in the category.

(2) Retired members are entitled to receive the general mailings of the College and notice of meetings and may speak at meetings but are not eligible to vote on any matter.

(3) A retired member may not hold a veterinary licence and may not practise veterinary medicine or hold himself or herself out as

engaging in the practice of veterinary medicine. O. Reg. 140/90, s. 15.

16.—(1) The fees payable under the Act are set out in the Schedule.

(2) Except for the initial annual membership fee, the annual membership fee is due on the 30th day of November in each year, for the following year.

(3) An educational licence is valid for six months and the fee for a renewal of an educational licence is due before the licence expires.

(4) The inspection fee payable in respect of a certificate of accreditation is due thirty days after the inspection is performed. O. Reg. 140/90, s. 16.

PART II PRACTICE STANDARDS

17.—(1) For the purposes of the Act, professional misconduct includes the following:

1. An act or omission inconsistent with the Act or this Regulation.
2. Failing to maintain the standard of practice of the profession.
3. Failing to fulfil the terms of an agreement with a client.
4. Failing to continue to provide professional services to an animal until the services are no longer required or until the client has had a reasonable opportunity to arrange for the services of another member.
5. Failing to provide within a reasonable time and without cause any certificate or report requested by a client or his or her agent in respect to an examination or treatment performed by the member.
6. Revealing information concerning an animal, or any professional service performed for an animal, to any person other than the client or another member except,
 - i. with the consent of the client,
 - ii. when required to do so by law, or
 - iii. to prevent, or contribute information for the treatment of, a disease or physical injury of a person.
7. Providing, or attempting or offering to provide, services that are not reasonably useful or needed.
8. Making a misrepresentation to a client or prospective client.
9. Making a claim respecting the utility of any remedy, treatment, device or procedure other than a claim which can reasonably be supported as professional opinion.
10. Guaranteeing a cure, or making a statement which a client would reasonably understand as a guarantee of a cure.
11. Charging a fee that is excessive in relation to the services performed.
12. Charging a fee for an unperformed service, except a fee for an appointment missed without at least twenty-four hours notice.
13. Charging a fee for prescribing, but a member may charge a fee for advice to the client.
14. Adding a charge to a disbursement, but a member may charge a fee for the interpretation of the results of a laboratory investigation.
15. Knowingly submitting a false or misleading account or charge for professional services.
16. Failing to issue a statement or receipt when a statement or receipt is requested by a client or his or her agent.
17. Failing to itemize the services provided, the fees therefor and the disbursements charged, when an itemized account is requested by a client or his or her agent.
18. Reducing, or offering to reduce, an account for prompt payment without notifying the client of the terms of reduction before providing the pertinent service.
19. Charging interest on an account without notifying the client of the terms of interest before providing the pertinent service, except where interest has been granted by a court.
20. Selling, or attempting to sell, an account for professional services to a third party, but a member may retain a lawyer or agent to collect unpaid accounts and may accept payment for professional services by a credit card.
21. Failing to dispose of an animal, deceased or alive, or a part thereof, in accordance with the client's instructions if those instructions are in accordance with law and accepted veterinary standards and practice.
22. If a client fails to give instructions regarding disposal of an animal or a part thereof, or gives instructions not in accordance with law or accepted veterinary standards and practices, disposing of the animal or a part thereof by any means that are not in accordance with law and accepted veterinary standards and practices.
23. If an animal has died unexpectedly or from an anaesthetic, failing to promptly inform the client about the availability of a necropsy through a veterinarian independent of the attending veterinarian but, having provided the information, the attending veterinarian or an associate, upon the client's request, may perform the necropsy.
24. Abusing a client verbally or physically or permitting or counselling an associate or auxiliary to abuse a client verbally or physically.
25. Having a conflict of interest.
26. Having a licence under the *Livestock Medicines Act* or an interest in an establishment or undertaking that has a licence under that Act, or deriving a benefit directly or indirectly from an establishment or undertaking that has a licence under the *Livestock Medicines Act*.
27. Failing to make or retain the records required by this Regulation.
28. Falsifying a record regarding professional services.
29. Failing to abide by a condition in a licence or a certificate of accreditation.
30. Failing to direct or supervise, or inadequately directing or supervising, an auxiliary.
31. Permitting, counselling or assisting any person, other than a member, to practise, or to attempt to practise, veterinary medicine.
32. Permitting, advising or assisting any person, other than a

member, to perform any act or function which should properly be performed by a member.

33. Directly or by implication representing any person to be a member who is not a member.
34. Signing or issuing a veterinary certificate, report or similar document that contains a statement that the member knows or ought to know is false, misleading or otherwise improper.
35. Signing or issuing a veterinary certificate, report or similar document without ascertaining, or taking reasonable measures to determine, the accuracy of its contents.
36. Permitting a veterinary certificate, report or similar document to be issued in the member's name, or with his or her concurrence, without personally signing it.
37. If a licence of another person is suspended or has been revoked or cancelled, a member for any purpose related to the practice of veterinary medicine, except with the prior written consent of the Executive Committee and subject to the terms of that consent,
 - i. retains or uses the services of that person,
 - ii. employs or is employed by him or her,
 - iii. maintains a partnership or association with him or her,
 - iv. directly or indirectly receives, makes or confers any remuneration or benefit from or to him or her, or
 - v. shares or occupies space with him or her.
38. Failing to reply appropriately or within a reasonable time to a written inquiry received from the College.
39. Making any statement, orally or in writing, calculated to belittle or injure the professional reputation of another veterinarian, or unnecessarily commenting adversely upon any professional act of another veterinarian.
40. Treating an animal receiving veterinary services from another member without notifying the other member and obtaining the relevant historical information as soon as practicable.
41. Treating an animal receiving veterinary services from another member who did not refer the animal without advising the client that such uncoordinated veterinary services may place the animal at risk.
42. Engaging in or permitting the publication, broadcast, display, distribution or use of, a testimonial or endorsement.
43. Touting or, except as permitted by this Regulation, soliciting professional business.
44. An act or omission relevant to the practice of veterinary medicine that, having regard to the circumstances, would reasonably be regarded as unprofessional conduct.

(2) Despite paragraph 26 of subsection (1), it is not professional misconduct for a member to own shares in the United Co-Operatives of Ontario or in a corporation the shares of which are publicly traded through the Toronto Stock Exchange even if the corporation has a licence under the *Livestock Medicines Act*. O. Reg. 140/90, s. 17.

18. A member shall exercise generally accepted standards of practice and procedures in the performance of veterinary services. O. Reg. 140/90, s. 18.

19.—(1) A member is responsible for the conduct of his or her auxiliaries and for the suitability and quality of the performance of their acts.

(2) A member is guilty of professional misconduct if an auxiliary of the member does or omits to do anything that, if done or omitted by a member, would constitute professional misconduct.

(3) A member properly supervises the performance of an auxiliary's task if the member,

- (a) is physically present on the premises when the task is performed, remains available for personal intervention if required and monitors the performance to determine that the task is properly carried out; or
- (b) if absent on account of an emergency or otherwise temporarily absent and the performance of the task does not require a member's attendance, has given general instructions for such an occasion and the member ascertains as soon as practicable after the task is performed that it was properly carried out.

(4) A member may direct an auxiliary who is suitably qualified by education or experience to perform, under the supervision of a member, the tasks traditionally assigned to auxiliaries including flushing and infusion procedures in the course of embryo transfers after appropriate assessment by a member. O. Reg. 140/90, s. 19.

20.—(1) A member is responsible for providing reasonably prompt services outside of regular practice hours if the services are medically necessary for animals that he or she has recently treated or that he or she treats regularly.

(2) The services required under subsection (1) may be provided by the member or an associate or by referral to another member who has agreed to cover the referring member's practice.

(3) If a member provides services under subsection (1) outside of regular practice hours by referring an animal to an emergency clinic, the member is responsible for promptly continuing to provide medically necessary services to the animal after discharge from the emergency clinic until the services are no longer required or until the client has had a reasonable opportunity to arrange for the services of another member. O. Reg. 140/90, s. 20.

21.—(1) A member who induces general anaesthesia in an animal or undertakes critical care of an animal is responsible for monitoring the recovery of the animal until its medical condition is stable and satisfactory.

(2) The monitoring under subsection (1) may be done personally, through another member or through an auxiliary who is suitably qualified by education or experience if supervised by the member. O. Reg. 140/90, s. 21.

22.—(1) The records required in respect of each companion animal shall contain the following information:

1. Patient identification, including species, age and sex.
2. The client's name, address and telephone numbers.
3. If the client is likely to be absent from his or her address while the animal is confined with the member, the name, address and telephone number of a person to be contacted in case of an emergency.
4. Date of each time that the member sees the animal.
5. A history of the animal's health, including a record of vaccinations.
6. The animal's current weight.

7. Particulars of each assessment, including any laboratory investigations, performed or ordered by the member and the results of each assessment.
8. A note of any professional advice given regarding the animal and an indication of when and to whom such advice was given if other than to the client.
9. All medical or surgical treatments and procedures used, dispensed, prescribed or performed by or at the direction of the member, including the name, strength, dose and quantity of any drugs.
10. A copy of all reports prepared by the member in respect of the animal.
11. A final assessment of the animal.
12. The fees and charges, showing separately those for drugs and those for advice or other services.
13. Any additional records required by this Regulation.

(2) The records required in respect of each food-producing animal or herd shall contain the following information:

1. Individual or herd identification, or both, including species, breed and sex.
2. If individual advice or care is given, at least one of the animal's name, the animal's tattoo or ear-tag number or the animal's colour, markings or other distinguishing physical features.
3. The client's name, address and telephone numbers.
4. The name and telephone number of a person to be contacted in the absence of the client.
5. Date of each service.
6. A history of the presenting complaint.
7. If there is a presenting complaint, particulars of each assessment, including any laboratory investigations performed or ordered by the member and the results of each assessment.
8. A note of any professional advice regarding the individual or herd and an indication of to whom the advice was given if other than to the client.
9. A complete record of all written prescriptions and drugs dispensed or prescribed by the member in accordance with section 26.
10. A copy of any report prepared by the member in respect of the individual or herd.
11. The fees and charges, showing separately those for drugs and those for advice or other services.
12. Any additional records required by this Regulation.

(3) The records required in respect of a horse are the same as those required in respect of a food-producing animal.

(4) The records required in respect of poultry, for each bird or flock, shall contain the following information:

1. Bird or flock identification, or both, including species and type.
2. The client's name, address and telephone numbers.

3. The name and telephone number of a person to be contacted in the absence of the client.
4. Date of each service.
5. A history of the presenting complaint.
6. If there is a presenting complaint, particulars of each assessment, including any laboratory investigations performed or ordered by the member and the results of each assessment.
7. A note of any professional advice regarding the bird or flock and an indication of to whom the advice was given if other than to the client.
8. A complete record of all written prescriptions and drugs dispensed or prescribed by the member, made in accordance with section 27.
9. A copy of any report prepared by the member in respect of the bird or flock.
10. The fees and charges showing separately those for drugs and those for advice or other services.
11. Any additional records required by this Regulation.

(5) The records required under this section shall be,

- (a) legibly written or typewritten;
 - (b) kept in a systematic manner; and
 - (c) retained for a period of at least five years after the date of the last entry in the record or until two years after the member ceases to practise veterinary medicine, whichever occurs first.
- (6) Despite subsection (5), the records required under this section may be maintained in any electronic medium that provides a visual display of recorded information if,
- (a) the recorded information is capable of being printed promptly; and
 - (b) any changes in the recorded information are clearly indicated as changes. O. Reg. 140/90, s. 22.

PART III DRUGS

23.—(1) In this Part,

“controlled drug” means any drug or substance included in Schedule G;

“dispense” means administer, sell, distribute or give away;

“drug” means a drug as defined in subsection 117 (1) of the *Health Disciplines Act*;

“internal use” means local or systemic absorption upon introduction into the body by the parenteral route or through a body orifice;

“narcotic” means any substance included in Schedule N or anything that contains a substance included in Schedule N;

“pharmacist” means a person who is licensed under Part IV of the *Health Disciplines Act*; and

“prescription” means the dispensing of any drug or mixture of drugs.

(2) A reference to Schedule B, D, E, F, G or N is a reference to such Schedule established by Regulation 551 of Revised Regulations

of Ontario, 1990 made under Part VI of the *Health Disciplines Act*. O. Reg. 140/90, s. 23.

24. Subsections 22 (5) and (6) apply to the registers, entries and other records required by this Part. O. Reg. 140/90, s. 24.

25.—(1) Every member who dispenses drugs shall maintain a system for filing the records of the purchase and dispensing of the drugs.

(2) A member shall keep a record of every purchase of a drug and, immediately upon such purchase shall enter,

- (a) the date of the purchase;
- (b) the name, strength and quantity of the drug;
- (c) the name and address of the person from whom the drug was purchased or received;
- (d) the purchase price; and
- (e) in the case of a controlled drug or narcotic, the signature of the member who made the purchase.

(3) The maintenance in systematic order of all drug purchase invoices is a record for the purposes of subsection (2). O. Reg. 140/90, s. 25.

26. If a member decides to treat an animal with a drug and either does not dispense it or is asked by the owner for a prescription, the member shall give a written prescription to the owner or offer to give an oral prescription to a pharmacist acceptable to the owner. O. Reg. 140/90, s. 26.

27.—(1) A member who dispenses a drug shall make a written record showing,

- (a) the name and address of the owner of the animal or group of animals for which the drug is prescribed;
- (b) the name, strength and quantity of the prescribed drug;
- (c) the directions for use if they are different than the directions for use on the manufacturer's label or if the manufacturer's label does not specify the directions for use;
- (d) the date on which the drug is dispensed; and
- (e) the price charged.

(2) The member shall retain the written record required under subsection (1) for a period of at least five years or until he or she ceases to practice veterinary medicine, whichever occurs first.

(3) A member who dispenses a drug shall mark the container in which the drug is dispensed with,

- (a) the name, strength and quantity of the drug;
- (b) the date the drug is dispensed;
- (c) the name and address of the member;
- (d) the identity of the animal or group of animals for which it is dispensed;
- (e) the name of the owner of the animal or animals; and
- (f) the prescribed directions for use.

(4) Except for a drug referred to in Schedule G or N or Part I of Schedule F, subsection (3) does not apply if the container in which a drug is dispensed is the original and unopened container in which the drug was packaged, the original label on the container has not been

altered and the prescribed directions for use are the same as the directions for use on the original label. O. Reg. 140/90, s. 27.

28.—(1) A member who dispenses a drug referred to in Schedule G or N shall keep a narcotics and controlled drug register in which is entered,

- (a) the date of the dispensing;
- (b) the name and address of the owner of the animal or animals for which the drug was dispensed;
- (c) the name, strength and quantity of the drug dispensed;
- (d) the quantity of the drug remaining after dispensing; and
- (e) the price charged.

(2) A member shall,

- (a) protect controlled drugs and narcotics in his or her possession from loss and theft;
- (b) report immediately any loss or theft of a controlled drug or narcotic to a police officer; and
- (c) report any loss or theft of a controlled drug or narcotic within ten days of the discovery thereof to the Minister of Health and Welfare, Canada.

(3) A member shall not permit any person other than another member or an auxiliary acting upon the specific direction of a member to dispense or have access to a controlled drug or narcotic.

(4) Controlled drugs and narcotics shall be kept in a locked cabinet designed and constructed to ensure the reasonable security of the drugs.

(5) The cabinet mentioned in subsection (4) shall be kept locked except when drugs are being placed in or removed from the cabinet.

(6) A member shall not prescribe or dispense a controlled drug or narcotic unless,

- (a) the animal for which the controlled drug or narcotic is prescribed or dispensed is an animal under his or her professional treatment; and
- (b) the controlled drug or narcotic is required for a condition for which the animal is receiving treatment from the member. O. Reg. 140/90, s. 28.

29.—(1) A member who dispenses a drug referred to in Part I of Schedule D shall keep a poison register in which is entered,

- (a) the date of the dispensing;
- (b) the name and address of the purchaser;
- (c) the name, strength and quantity of the drug dispensed; and
- (d) the purpose for which the drug is required as stated by the purchaser.

(2) No drug referred to in Part I of Schedule D shall be delivered to the purchaser until the record required under subsection (1) has been completed and both the purchaser and member have signed the record.

(3) A member who dispenses a drug referred to in Part I of Schedule D shall ensure that the name of the drug and the word "POISON" is legibly and conspicuously displayed on the outer surface of the container of the drug.

(4) A member who dispenses a drug referred to in Part II of

Schedule D for internal use shall ensure that the name of the drug and the words "*CAUTION: May be poisonous if used in large doses or for a long time. Do not exceed the recommended dose without consulting a veterinarian*" are legibly and conspicuously displayed on the outer surface of the container of the drug.

(5) A member who dispenses a drug referred to in Part II of Schedule D for external application shall ensure that the name of the drug and the words "*CAUTION: FOR EXTERNAL APPLICATION ONLY: May be poisonous if used internally*" are legibly and conspicuously displayed on the outer surface of the container of the drug. O. Reg. 140/90, s. 29.

30.—(1) A member shall not dispense a substance listed in Schedule B unless it is labelled in accordance with this section.

(2) A container in which a substance referred to in Part II of Schedule B is dispensed shall include on the label, legibly and conspicuously displayed on the outer surface of the container, the name of the substance and a caution or warning that the substance should be kept out of reach of children.

(3) A container in which a substance referred to in Part III of Schedule B is dispensed shall include on the label, legibly and conspicuously displayed on the outer surface of the container, the name of the substance and a caution or warning that the substance should be used only with adequate ventilation.

(4) Subsections (2) and (3) do not apply if the substance is referred to in the *Hazardous Products Act* (Canada). O. Reg. 140/90, s. 30.

31.—(1) In this section "withholding time" means, in reference to an animal that receives a drug or substance, the period of time for which the animal or the product of the animal should be withheld or withdrawn from sale for consumption.

(2) When a member dispenses a drug or substance for use in food-producing animals, the member shall advise the recipient of the drug or substance of an appropriate withholding time, which shall be at least as long as the withholding time recommended by the manufacturer of the drug or substance.

(3) The container in which the drug or substance is dispensed shall include on the label, legibly and conspicuously displayed on the outer surface of the container, a warning of an appropriate withholding time, which shall be at least as long as the withholding time recommended by the manufacturer.

(4) When a member dispenses a drug or substance for use in food-producing animals and the member knows or suspects that use will be made or a dosage will be administered of the drug or substance that is different than the use or dosage that is customary or recommended by the manufacturer, the member shall, in addition to the advice required under subsection (2), advise the recipient of the drug or substance that the appropriate withholding time is not known but should be substantially longer than the recommended withholding time. O. Reg. 140/90, s. 31.

32.—(1) In this section, "child resistant package" means a container or package that meets the requirements of the regulations made under the *Food and Drugs Act* (Canada).

(2) A member shall dispense a drug in a child resistant package unless,

- (a) a child resistant package is unobtainable through no fault of the member; or
- (b) a child resistant package is not suitable because of the amount or physical form of the drug. O. Reg. 140/90, s. 32.

33.—(1) No member shall administer, dispense or prescribe a drug unless,

- (a) the member has assumed the responsibility for making medical judgements regarding the health of the animal and the need for medical treatment and the custodian of the animal has indicated a willingness to accept the advice of the member;
 - (b) the member has sufficient knowledge of the animal by virtue of a history and inquiry and either physical examination of the animal or medically appropriate and timely visits to the premises where the animal is kept to reach at least a general or preliminary diagnosis;
 - (c) the member believes that the drug is prophylactically or therapeutically indicated for the animal; and
 - (d) the member is readily available in case of adverse reactions to the drug or failure of the regimen of therapy.
- (2) No member shall,
- (a) sign a blank prescription form;
 - (b) knowingly represent that a drug is a drug which it is not or that it contains a substance which it does not;
 - (c) send through the mail, except by registered mail, a drug referred to in Schedule D, E, F, G or N;
 - (d) knowingly dispense a drug for resale except to another member or a pharmacist;
 - (e) dispense a drug or possess a drug for the purpose of dispensing the drug at any place other than a veterinary facility where he or she regularly practises veterinary medicine; or
 - (f) dispense Hoechst Pharmaceutical product T-61 except for administration by a member or by a person known by the member to be competent at intravenous injection,
 - (i) who is an auxiliary of the member acting upon the specific direction of the member; or
 - (ii) who is carrying out euthanasia duties while operating, or while being employed by a person operating a pound, within the meaning of the *Animals for Research Act*. O. Reg. 140/90, s. 33.

PART IV HOLDING OUT

34. In this Part, "ancillary services" means boarding, grooming, funeral services and sales of foods, supplies and other goods and services used by or with animals that is provided by a member whether as part of, or separately from, his or her practice of veterinary medicine. O. Reg. 140/90, s. 34.

35. No member shall publish, display, distribute or use, or permit, directly or indirectly, the publication, display, distribution or use of any advertisement, announcement or similar form of communication related to the member's professional services or ancillary services or to a member's association with, or employment by, any person, except as permitted by this Part. O. Reg. 140/90, s. 35.

36.—(1) Except as provided in this Part, a member may communicate factual, accurate and verifiable information that a reasonable person would consider relevant in the choice of a veterinarian, including the availability of ancillary services, that,

- (a) is not false, misleading or deceptive by the inclusion or omission of any information;
- (b) is readily comprehensible, dignified and in good taste;
- (c) contains no testimonial or comparative statements;

- (d) contains no information in respect of a fee or price; and
- (e) contains no reference to a specific drug, appliance or equipment.

(2) Despite clause (1) (d), a member may display or distribute within the veterinary facility where he or she practises a fee schedule stating the fee for some or all professional services or ancillary services or an explanation of the basis for the calculation of such fees, or both.

(3) The location and size of a displayed fee schedule permitted by subsection (2) shall be such that it cannot be read by a person outside the veterinary facility. O. Reg. 140/90, s. 36.

37.—(1) A member shall not cause or permit, directly or indirectly, his or her name to appear in any communication offering to the public any product or service other than the member's professional services and ancillary services.

(2) A member shall not be associated with the advertising or promotion of any product or service other than the member's professional services and ancillary services.

(3) Despite subsections (1) and (2), a member may be associated with the advertising of a product or service and permit his or her name to appear in a communication offering to the public a product or service in a printed publication intended to be read principally by veterinarians. O. Reg. 140/90, s. 37.

38. A member shall not participate directly or indirectly in a system in which another person steers or recommends clients to a member for a professional service or an ancillary service. O. Reg. 140/90, s. 38.

39. A member shall not contact or communicate with, or attempt to contact or communicate with, any person in order to solicit patronage of professional services or ancillary services. O. Reg. 140/90, s. 39.

40.—(1) Despite section 39, a member may,

- (a) send written communications, consistent with section 36, generally to persons not known to need professional services or ancillary services but who might in general find the availability of such services useful;
- (b) distribute to his or her regular clients general information about animal health, preventive medicine and recent developments in veterinary medicine; and
- (c) inform his or her regular clients, in writing or by telephone, about health maintenance procedures that are due to be carried out, including a due date for immunization.

(2) For the purposes of subsection (1),

- (a) a person is a regular client of a member if,
 - (i) the person uses the professional services of the member regularly and with reasonable frequency; and
 - (ii) the person has not requested the transfer of the records for the person's animal to another member; and
- (b) a person who uses the professional services of a member who is in the employment of another member shall be deemed to be a client only of the employer member.

(3) A communication authorized by clause (1) (a) shall be clearly and prominently marked "advertisement" on each page. O. Reg. 140/90, s. 40.

41.—(1) The name used by a member in the practice of veterinary

medicine shall be the same as the name in which the member is entered in the register.

(2) A member may name the veterinary facility in which he or she carries on an independent or private practice of veterinary medicine with a designation approved by the Accreditation Committee.

(3) The designation under subsection (2) shall contain,

- (a) a geographical reference appropriate to the location of the facility or the surname of a member who is or was associated with the practice;
- (b) the word "animal", "pet" or "veterinary" except,
 - (i) if the practice in or from the facility is restricted to one particular species, the name of that species or one of the words "animal", "pet" or "veterinary" or both the name of the species and one of the words "animal", "pet" and "veterinary"; and
 - (ii) if the practice in or from the facility is restricted to poultry, the word "poultry" with or without the word "veterinary"; and
- (c) an appropriate term required under section 11 for the class of certificate of accreditation of the facility.

(4) The Accreditation Committee shall not approve the designation if it is of the opinion that the proposed designation,

- (a) is inconsistent with subsection (3);
- (b) is improper or unfitting; or
- (c) may tend to be confused with the designation of another veterinary facility.

(5) The approval of the Accreditation Committee is not required in respect of a designation that conforms to subsection (3) and that was in use on the 16th day of November, 1985. O. Reg. 140/90, s. 41.

PART V CONFLICT OF INTEREST

42.—(1) In this Part, "related person" means a person connected with a member by blood relationship, marriage or adoption, and

- (a) persons are connected by blood relationship if one is the child or other descendent of the other or one is the brother or sister of the other;
- (b) persons are connected by marriage if one is married to the other or to a person who is connected by blood relationship to the other; and
- (c) persons are connected by adoption if one has been adopted, either legally or in fact, as the child of the other or as the child of a person who is so connected by blood relationship, except as a brother or sister, to the other.

(2) A member has a conflict of interest where the member, or a related person, or an employee or employer of the member, directly or indirectly,

- (a) enters into any agreement, including a lease of premises, under which any amount payable by or to a member or a related person is related to the amount of fees charged by the member; or
- (b) receives, makes or confers a fee, credit or other benefit by reason of the referral or transfer of an animal or a specimen from or to any other person.

(3) Despite clause (2) (a), a member may enter into a partnership agreement with another member under which the drawings, interest or remuneration of the partners is related to the amount of fees charged by them. O. Reg. 140/90, s. 42.

43.—(1) In this section,

“employee” includes an agent;

“employer” includes a principal.

(2) A member has a conflict of interest who performs a veterinary service in the course of employment by any person, other than another member, except a service provided to the member's employer or in accordance with subsection (4).

(3) For the purposes of subsection (2),

(a) a member who performs a veterinary service for an animal shall be deemed to perform the service to the owner of the animal which received the service; and

(b) a member employed by a humane society operated in accordance with the *Ontario Society for the Prevention of Cruelty to Animals Act* or by a pound operated under the *Animals for Research Act* who performs a veterinary service for an animal seized by, or irrevocably surrendered to, the society or pound shall be deemed to perform the service to his or her employer.

(4) A member may practise veterinary medicine as,

(a) an employee of the Crown in right of Canada or of Ontario or an agency of the Crown;

(b) an employee of the Ontario Veterinary College of the University of Guelph;

(c) an employee of a municipal corporation if, in the course of such employment, the member's practice with respect to animals not owned by the corporation is limited to spay and neuter procedures, including the pre-operative, intra-operative and post-operative management usually associated with such procedures;

(d) an employee of an individual, partnership or corporation selling food or drug products for use in food-producing animals if, in the course of the employment,

(i) the member performs professional services related only to the employer's products and only for an established customer of the employer and at the customer's farm or similar establishment, and

(ii) the member takes all reasonable steps to notify the normally attending veterinarian of the member's proposed visit and the reasons for it so that the normally attending veterinarian can discuss the matter with his or her client, and, if desirable, arrange to meet the member before or at the visit;

(e) an employee of a humane society operated in accordance with the *Ontario Society for the Prevention of Cruelty to Animals Act* if, in the course of the employment, the member provides professional services under a written contract that provides that the member is responsible for all decisions relating to the quality and promotion of the member's professional services and the health of the subject animals;

(f) an employee of Eastern Breeders Inc., United Breeders Inc. or Western Ontario Breeders Inc., while it holds a licence under the *Artificial Insemination of Livestock Act*, if, in the course of the employment, the member's practice with respect to animals not owned by the corporation is limited

to services in respect of fertility, including ova and embryo transfer; and

(g) an employee of the personal representative of a deceased member or the guardian of an impaired member for a reasonable period of time after the member's death or the commencement of the member's impairment to settle matters. O. Reg. 140/90, s. 43.

44.—(1) A member has a conflict of interest if the member or a partner or associate of the member,

(a) inspects or assesses an animal on behalf of both the seller and the buyer of the animal; or

(b) being regularly engaged by the seller or buyer of an animal, inspects or assesses an animal on behalf of the other party to a sale.

(2) Despite subsection (1), a member, or a partner or associate of the member, may inspect or assess an animal on behalf of both the buyer and seller of the animal or, where one or more of them are regularly engaged by the seller or buyer of an animal, any of them may inspect or assess an animal on behalf of the other party to a sale if, before accepting engagement by the second party, he or she,

(a) informs both parties of the conflict of interest and of the circumstances giving rise to it;

(b) informs both parties that no information received by the member, or a partner or associate of the member, in connection with the transaction can be treated as confidential so far as the other party is concerned; and

(c) after informing the parties under clauses (a) and (b), obtains the consent of both parties to inspect or assess the animal on behalf of both of them, which shall be in writing unless it is impracticable to obtain the consent in written form. O. Reg. 140/90, s. 44.

PART VI EXEMPTIONS

45.—(1) If a member or group of members sponsors a program to vaccinate domestic animals in order to reduce human exposure to rabies, the member may advertise the location, date and time of the program, the names of participating members and the cost of the vaccination if,

(a) all members practising in the area are invited to participate in the program at least two weeks before the vaccinations are to be carried out;

(b) the co-operation of the medical officer or officers of health for the area is requested; and

(c) the Registrar is given written notification of the program at least two weeks before the vaccinations are to be carried out and the notice confirms that there has been compliance with clauses (a) and (b).

(2) The vaccinations carried out in a program under subsection (1) need not be performed in an accredited veterinary facility if,

(a) drugs suitable for use in conventional veterinary emergencies are available on the premises where the program is being conducted;

(b) vaccines are kept refrigerated;

(c) the premises where the program is being conducted are kept clean; and

(d) vaccines are administered by an aseptic technique.

(3) The records in section 22 are not required in respect of a vaccination carried out in a program under subsection (1), but a member shall record,

- (a) a reasonable identification of the vaccinated animal;
- (b) the owner's name, address and telephone numbers;
- (c) the date and fact of vaccination; and
- (d) the type of vaccine, including the lot and serial number of the vaccine administered.

(4) The information recorded under subsection (3) shall be maintained in a systematic manner by the members organizing the program.

(5) A conventional assessment is not required before a vaccination is performed under this Part.

(6) After the vaccination, the member shall sign and give to the custodian of each vaccinated animal a certificate of vaccination for that animal, which shall legibly set out the name and telephone number of the vaccinating member. O. Reg. 140/90, s. 45.

PART VII ADMINISTRATION

46. Every member, other than a member who holds a short term licence, shall submit to the College by the 30th day of November in each year, an information return setting out,

- (a) the member's principal place of practice or principal place of residence;
- (b) the address to which the member wishes correspondence from the College to be sent;
- (c) the addresses and telephone numbers of all locations where the member practises veterinary medicine;
- (d) the nature of the member's veterinary practice during the twelve-month period ending on the 31st day of October; and
- (e) the professional associates of the member and the form of relationship between them and the member. O. Reg. 140/90, s. 46.

47.—(1) Before the 31st day of October in each year, the Registrar shall mail to each member, other than a member who holds a short term or educational licence, a notice stating that the annual membership fee and a completed annual information return are due on the 30th day of November and setting out the amount of the fee.

(2) The Registrar shall mail to each member who holds an educational licence,

- (a) at least one month before the licence is due to expire, a notice setting out the due date and amount of the renewal fee; and
- (b) before the 31st day of October in each year, a notice stating that a completed annual information return is due on the 30th day of November.

(3) The obligation to pay the annual membership fee or renewal fee and to submit the annual information return continues even if the Registrar fails to mail a notice under subsection (1) or (2) or the member fails to receive such notice. O. Reg. 140/90, s. 47.

48.—(1) A member in private practice in Ontario shall maintain a principal place of practice.

(2) A member shall notify the Registrar in writing of the address

to which the member wishes correspondence from the college to be sent and shall notify the Registrar in writing of any change of address.

(3) A member who is in private practice in Ontario shall notify the Registrar in writing of the municipal address or lot and concession number of his or her principal place of practice and shall notify the Registrar in writing of any change in such place.

(4) A member who is not in private practice in Ontario shall notify the Registrar in writing of the municipal address, lot and concession number or other physical location of his or her principal place of practice or principal place of residence and shall notify the Registrar in writing of every change in such place.

(5) If a member fails to comply with this section, the address to which the member wishes correspondence from the College to be sent and the member's principal place of practice or residence shall be deemed to be as shown on the last information return submitted under section 46. O. Reg. 140/90, s. 48.

49.—(1) The Executive Committee shall regularly determine what statistical information is desirable on the supply, distribution and professional activities of members of the College and may direct the Registrar to compile the desired information.

(2) Upon the written request of the Registrar, a member shall provide to the Registrar the information requested for the compilation of statistics. O. Reg. 140/90, s. 49.

50.—(1) The Registrar shall cause, and the members shall permit, the inspection of facilities and of the records kept by members in connection with the practice of veterinary medicine, in order to determine if,

- (a) the facility is being operated under and in accordance with a certificate of accreditation;
- (b) the facility and the applicant or holder of a certificate of accreditation meet the qualifications and requirements for a certificate of accreditation;
- (c) the records in respect of the practice of veterinary medicine are being kept as required; and
- (d) the veterinary medicine being practised is generally in accordance with the standards of practice of the profession.

(2) A holder of a certificate of accreditation who meets the requirements of section 10 is eligible for a renewal of the certificate if an application for the renewal is submitted not earlier than five months and not later than three months before the expiry of the certificate.

(3) If an application for renewal is not submitted in the time specified under subsection (2) and the certificate of accreditation expires, the holder of the certificate must submit a new application.

(4) Upon receipt of an application for renewal, the Registrar shall promptly cause an inspection under subsection (1) to be carried out.

(5) If a holder of a certificate of accreditation applies in accordance with subsection (2), and the inspection does not occur one month or more before the expiry of the certificate of accreditation, the certificate of accreditation remains valid,

- (a) until the Registrar renews the certificate of accreditation; or
- (b) where the Registrar refuses to renew the certificate of accreditation, until the Accreditation Committee decides the disposition of the application.

(6) If a member applies for a certificate of accreditation and complies with clauses 10 (a) to (d), the Registrar shall promptly cause an

inspection to be carried out in order to determine if the veterinary facility meets the applicable standards established under subsection 8 (1) of the Act. O. Reg. 140/90, s. 50.

51.—(1) Subject to subsection (2), the name of a member entered in the register shall be the same as the name of the member in the documentary evidence of his or her basic degree in veterinary medicine.

(2) The Registrar shall direct the entry of a name other than the name required by subsection (1) if the member satisfies the Registrar that the use of the other name is not for an improper purpose and deposits with the College,

- (a) a certified copy of an order of a court of competent jurisdiction in Ontario changing the member's name or a change of name certificate issued under the *Change of Name Act*;
- (b) a certified copy of a valid certificate of marriage or of a decree absolute of divorce from a court in Canada;
- (c) documentary material that, in the opinion of the Registrar, sufficiently identifies the member as the person named in the documentary evidence of his or her basic degree in veterinary medicine; or
- (d) any combination of material referred to in clauses (a), (b) and (c).

(3) Subsection (2) applies with necessary modifications to an applicant for a licence. O. Reg. 140/90, s. 51.

52. The Registrar shall enter in the register the principal place of practice or residence of each member. O. Reg. 140/90, s. 52.

53.—(1) Any person may inspect the information entered in the register or in the directory during the normal hours of operation of the College's offices.

(2) The register or the directory may be maintained in an electronic form and, if so, the information entered in the register or in the directory shall be capable of being printed promptly.

(3) The Registrar may give information from the register or the directory to any person in printed form or orally. O. Reg. 140/90, s. 53.

54.—(1) The Registrar shall issue a certificate of standing in respect of a member to any person who requests a certificate and pays the appropriate fee set out in the Schedule.

(2) A certificate of standing shall set out,

- (a) the information respecting the member that is entered in the register; and
- (b) whether there is any outstanding referral to the Discipline Committee or the Registration Committee in respect of the member. O. Reg. 140/90, s. 54.

55.—(1) The Registrar shall publish the written reasons for any decision of the Discipline Committee in the original or a modified form and, in any such publication,

- (a) the identity of the member shall be made known if the name of the member or former member is required by the Act to be included in the publication of the Committee's finding; or
- (b) if clause (a) does not apply, the identity of the member shall not be made known unless the member requests in writing that he or she be identified.

(2) The written reasons for a decision of the Discipline Commit-

tee, in their original or modified form, shall be available to the public upon request.

(3) The Registrar may communicate orally or in writing, or both, the decision of the Discipline Committee to any complainant and upon request, to any witness who testified at the hearing and the Registrar may also provide any other information necessary to explain the proceedings and the decision to the complainant or witness, including a copy of any written reasons of the committee in their original or modified form.

(4) The Registrar may publish the findings and reasons for a decision of the Registration Committee in respect of impairment proceedings but, in any such publication, the identity of any member who is the subject of impairment proceedings shall not be made known. O. Reg. 140/90, s. 55.

Schedule

FEES

1. Local examination	\$100.00
2. Application fee:	
(a) for short term or educational licence	25.00
(b) for all other licences	50.00
3. Licence fee:	
(a) for short term or educational licence	nil
(b) for all other licences	50.00
4. Membership fee:	
(a) for short term licence	100.00
(b) for educational licence for six months	50.00
(c) for all other licences	400.00
5. Initial annual membership fee where licence is issued:	
(a) between April 1st and June 30th	300.00
(b) between July 1st and September 30th	200.00
(c) between October 1st and December 31st	100.00
6. Annual membership fee, excluding the initial annual membership fee, for a member holding a general licence but who resides outside of Ontario and does not practice veterinary medicine in Ontario	200.00
7. Late payment penalty in respect of:	
(a) an annual membership fee	100.00
(b) an educational licence	25.00
8. Inspection fees—for each location where an inspection takes place	75.00
9. Inspection fees, in addition to the amount specified in Item 8:	
(a) for the inspection of a companion animal hospital, a companion animal emergency clinic, a food-producing animal hospital or an equine clinic.	75.00
(b) for the inspection of a companion animal office,	

companion animal mobile office, companion animal spay-neuter clinic or a poultry service	\$60.00	and at the same time.....	\$50.00
(c) for the inspection of a companion animal mobile, a food-producing mobile or an equine mobile.....	50.00		for the first mobile; \$35.00 for each additional mobile
(d) for the inspection mentioned in clause (c) if another facility is being inspected at the same time for the purposes of being accredited	35.00	10. Late payment penalty of an inspection fee in respect of a certificate of accreditation.....	75.00
(e) for an inspection of two or more mobiles under clause (c) of the same kind, at the same location		11. Certificate of standing	10.00

O. Reg. 140/90, Sched.

Vital Statistics Act *Loi sur les statistiques de l'état civil*

REGULATION 1094

GENERAL

REGISTRATION OF BIRTHS

1. A notice of birth under subsection 8 (1) of the Act shall be in Form 1. R.R.O. 1980, Reg. 942, s. 1.

2.—(1) A statement of birth under subsection 9 (2) of the Act shall be in Form 2.

(2) A statutory declaration under subsection 9 (4) or (5) of the Act shall be in Form 33. O. Reg. 384/86, s. 1.

3.—(1) An application under subsection 9 (9) of the Act to amend a statement of birth shall be in Form 34.

(2) A statutory declaration under subsection 9 (11) of the Act shall be in Form 33. O. Reg. 384/86, s. 2, *part*.

4. An application under subsection 13 (1) of the Act to register the birth of a child that has not been registered within one year from the date of birth shall be in Forms 4 and 5. O. Reg. 384/86, s. 2, *part*.

5. A statement under clause 13 (2) (b) of the Act shall be in Form 4. R.R.O. 1980, Reg. 942, s. 5.

6. A statutory declaration under clause 13 (2) (c) of the Act shall be in Form 5. R.R.O. 1980, Reg. 942, s. 6.

7.—(1) Subject to section 9, there shall be filed with the Registrar General under clause 13 (2) (d) of the Act at least one item of Class A evidence of birth.

(2) The evidence under clauses 8 (a) to (e) shall set out the date and place of birth and the names of either or both parents. R.R.O. 1980, Reg. 942, s. 7.

8. Class A evidence of birth consists of,

- (a) a copy of the hospital record of the birth, certified by a competent official of the hospital;
- (b) a copy of the record of the legally qualified medical practitioner or nurse in attendance at the birth, certified by the practitioner or nurse, as the case may be;
- (c) a notarial copy of the record of the legally qualified medical practitioner or nurse in attendance at the birth;
- (d) a baptismal certificate or other church record of the birth or a notarial copy of a baptismal certificate or other church record of the birth, if the baptism took place or the record was made not later than four years after the birth;
- (e) an insurance policy on the life of the child, taken out before the child was more than four years of age;
- (f) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,
 - (i) the date of publication of the newspaper,

- (ii) an announcement of the birth, made not more than fifteen days after the date of the birth, and

- (iii) the date and place of the birth and the names of the parents;

(g) a certified copy of any record of a child welfare organization but only where,

- (i) the organization is approved by the Deputy Minister of Community and Social Services, and

- (ii) the record was made before the child was four years of age, and sets out the age of the child or the date of birth; or

(h) a notice of birth in Form 1. R.R.O. 1980, Reg. 942, s. 8.

9. Where an applicant for registration of the birth of a child after one year from the day of the birth is unable to obtain Class A evidence of the birth, he or she may file with the Registrar General,

- (a) an affidavit setting out the applicant's attempts to obtain Class A evidence of birth, together with the correspondence he or she has had in respect of those attempts; and

- (b) at least two items of Class B evidence of birth. R.R.O. 1980, Reg. 942, s. 9.

10.—(1) Class B evidence of birth consists of,

- (a) at least one letter or telegram,

- (i) addressed to either or both parents,

- (ii) dated not more than one month after the birth, and

- (iii) setting out the date of birth;

- (b) a certified copy of the pay list issued by the federal Department of Indian and Inuit Affairs setting out the name of the child and the child's age or date of birth;

- (c) at least one book,

- (i) addressed to the child before his or her fourth birthday, and

- (ii) setting out the date of birth;

- (d) a copy of any public or separate school record,

- (i) setting out the name of the child and his or her age or date of birth, and

- (ii) certified by the principal of the school or by a person who has custody of the record;

- (e) a notarial copy of the birth entries in the family Bible but only where the certificate of the notary public sets out,

- (i) that he or she has examined the family Bible,

- (ii) that he or she has made an exact copy of the entries therein, and

- (iii) that there have been no erasures or changes in the entries,

and, where known, in whose handwriting the entries were made;

- (f) a certified copy of a census, immigration or consular record setting out the age of the child or the date of birth;
- (g) a certified copy of any official health record,
 - (i) made before the child was twelve years of age, and
 - (ii) setting out the age of the child or the date of birth;
- (h) a certified copy of any record of a child welfare organization but only where,
 - (i) the organization is approved by the Deputy Minister of Community and Social Services, and
 - (ii) the record was made before the child was ten years of age, and sets out the age of the child or the date of birth;
- (i) an official marriage certificate setting out the date and place of birth;
- (j) a baptismal certificate or other church record of the birth or a notarial copy of a baptismal certificate or other church record of the birth, where the baptism took place or the record was made after four years after the birth;
- (k) affidavits of two persons, each stating,
 - (i) that the deponent is not related to the child,
 - (ii) the date when and place where the child was born,
 - (iii) that the deponent first saw the child not later than three months after the date of birth, or
 - (iv) the circumstances by which the deponent remembers the date of birth; or
- (l) any other documentary evidence of birth. R.R.O. 1980, Reg. 942, s. 10 (1); O. Reg. 384/86, s. 3 (1).

(2) The circumstances given by the deponent under subclause (1) (k) (iv) shall be verified by documentary evidence of a death, marriage or another birth or other event.

(3) The affidavits under clause (1) (k) shall together be deemed to be one item of Class B evidence of birth. R.R.O. 1980, Reg. 942, s. 10 (2, 3).

(4) The fee for a search for the purpose of providing evidence of a birth for the purpose of clauses (1) (i) and (l) and subsection (2) is \$10, although no certificate is provided to the applicant. O. Reg. 384/86, s. 3 (2).

11.—(1) An election under section 14 of the Act shall be in Form 35.

(2) A notice of election under subsection 14 (3) of the Act shall be in Form 36.

(3) An acknowledgment of notice referred to in clause 14 (5) (a) of the Act shall be in Form 37. O. Reg. 384/86, s. 4, *part*.

12. An election under section 15 of the Act shall be in Form 38. O. Reg. 384/86, s. 4, *part*.

13. The fee for registration of the birth of a child that has not

been registered within one year from the date of birth is \$21. O. Reg. 373/90, s. 1.

14. The fee for registration of the birth of a child under section 17 of the Act is \$15. O. Reg. 335/89, s. 2.

15. The fee payable for an amendment of a registration of a birth in accordance with subsection 9 (9) of the Act is \$21. O. Reg. 373/90, s. 2.

16. An application to set aside the registration of a birth and cause the substitution of a new registration of birth in accordance with the facts contained in an adoption order, judgment or decree shall be in Form 6 and shall have attached thereto a statement of birth in Form 2 completed and certified by one of the adopting parents. R.R.O. 1980, Reg. 942, s. 14.

ALTERATIONS AND ADDITIONS OF NAMES IN BIRTH REGISTRATIONS

17. The fee for the addition of a forename where the child was registered without a forename is \$35. O. Reg. 373/90, s. 3, *part*.

18. The fee for the alteration under section 14 of the Act of the name by which a child was registered is \$35. O. Reg. 373/90, s. 3, *part*.

REGISTRATION OF STILL-BIRTHS

19. A notice of a still-birth shall be in Form 1. R.R.O. 1980, Reg. 942, s. 17.

20. A statement of a still-birth under subsection 18 (1) of the Act shall be in Form 7. R.R.O. 1980, Reg. 942, s. 18.

21. An acknowledgment of registration of a still-birth shall be in Form 3. R.R.O. 1980, Reg. 942, s. 19.

22. A medical certificate as to the cause of a still-birth shall be in Form 8. R.R.O. 1980, Reg. 942, s. 20.

23. An application for registration of a still-birth after one year from the date of the still-birth shall be in Form 9. O. Reg. 384/86, s. 7.

24. The statutory declaration to be filed with the Registrar General upon an application for registration of a still-birth after one year from the day of the still-birth shall be in Form 10. R.R.O. 1980, Reg. 942, s. 22.

25.—(1) Subject to section 27, there shall be filed with the Registrar General upon an application for registration of a still-birth after one year from the day of the still-birth at least one item of Class A evidence of still-birth.

(2) The evidence under clause 26 (a), (b) or (c) shall set out the date and place of still-birth and the names of the parents. R.R.O. 1980, Reg. 942, s. 23.

26. Class A evidence of still-birth consists of,

- (a) a copy of the hospital record of the still-birth, certified by a competent official of the hospital;
- (b) a copy of the record of the duly qualified medical practitioner or nurse in attendance at the still-birth, certified by the practitioner or nurse, as the case may be;
- (c) a notarial copy of the record of the duly qualified medical practitioner or nurse in attendance at the still-birth;
- (d) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,
 - (i) the date of publication of the newspaper,

(ii) an announcement of the still-birth, made not more than fifteen days after the date of the still-birth, and

(iii) the date and place of the still-birth and the names of the parents;

(e) a notice of still-birth, in Form 1; or

(f) an acknowledgment of registration of still-birth, in Form 3. R.R.O. 1980, Reg. 942, s. 24.

27. Where an applicant for registration of a still-birth after one year from the day of the still-birth is unable to obtain Class A evidence of the still-birth, he or she may file with the Registrar General,

(a) an affidavit setting out the applicant's attempts to obtain Class A evidence of still-birth, together with the correspondence he or she has had in respect of those attempts; and

(b) at least two items of Class B evidence of still-birth. R.R.O. 1980, Reg. 942, s. 25.

28.—(1) Class B evidence of still-birth consists of,

(a) at least one letter or telegram,

(i) addressed to either or both parents,

(ii) dated not more than one month after the still-birth, and

(iii) setting out the date of still-birth;

(b) a notarial copy of the birth and still-birth entries in the family Bible but only where the certificate of the notary public sets out,

(i) that he or she has examined the family Bible,

(ii) that he or she has made an exact copy of the entries therein, and

(iii) that there have been no erasures or changes in the entries,

and, where known, in whose handwriting the entries were made;

(c) affidavits of two persons, each stating,

(i) that the deponent is not related to the still-born child,

(ii) the date when and place where the still-birth occurred, and

(iii) the circumstances by which the deponent remembers the date of the still-birth; or

(d) any other documentary evidence of still-birth.

(2) The circumstances given by the deponent under subclause

(1) (c) (iii) shall be verified by documentary evidence of a birth, death, marriage or another still-birth or other event.

(3) The affidavits under clause (1) (c) shall together be deemed to be one item of Class B evidence of still-birth. R.R.O. 1980, Reg. 942, s. 26.

29. The fee for registration of a still-birth that has not been registered within one year from the day of the still-birth is \$21. O. Reg. 373/90, s. 4.

REGISTRATION OF MARRIAGE

30. An acknowledgment of receipt of a statement of marriage under subsection 19 (2) of the Act shall be in Form 11. R.R.O. 1980, Reg. 942, s. 28.

31.—(1) Where a marriage has not been registered within one year of the day of the marriage, application for the registration of the marriage may be made to the Registrar General by either party to the marriage or by any other person. R.R.O. 1980, Reg. 942, s. 29 (1).

(2) The application shall,

(a) be in Form 12; and

(b) be accompanied by,

(i) particulars of the marriage in Form 13,

(ii) a statutory declaration in Form 14,

(iii) a fee of \$21, and

(iv) one item of Class A evidence of marriage or at least two items of Class B evidence of marriage. R.R.O. 1980, Reg. 942, s. 29 (2); O. Reg. 332/86, s. 4; O. Reg. 335/89, s. 3; O. Reg. 373/90, s. 5.

32. Class A evidence of marriage consists of,

(a) a notarial copy of the record of the marriage in the marriage register of the church where solemnized;

(b) a certified copy of the record of the marriage in the marriage register of the church where the marriage was solemnized;

(c) an affidavit of the person solemnizing the marriage, setting out the names of the parties and the date and place of their marriage; or

(d) an acknowledgment of receipt of a statement of marriage in Form 11. R.R.O. 1980, Reg. 942, s. 30; O. Reg. 384/86, s. 8.

33. Where an applicant for registration of a marriage not registered within one year of the day of marriage is unable to obtain Class A evidence of the marriage, he or she may file with the Registrar General,

(a) an affidavit setting out the applicant's attempts to obtain Class A evidence of the marriage, together with the correspondence he or she has had in respect thereto; and

(b) at least two items of Class B evidence of marriage. R.R.O. 1980, Reg. 942, s. 31.

34.—(1) Class B evidence of marriage consists of,

(a) a telegram dated the day of the marriage and addressed to either or both parties to the marriage;

(b) a wedding invitation or wedding announcement setting out the date and place of marriage and the names of the parties;

(c) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,

(i) the date of publication of the newspaper, and

(ii) an announcement of the marriage, the date and place thereof and the names of the parties;

- (d) affidavits of two persons other than parties to the marriage, each stating,
 - (i) the date and place of the marriage and the names of the parties, and
 - (ii) that the deponent was present at the marriage ceremony; or
- (e) any other documentary evidence of the marriage.

(2) The affidavits referred to in clause (1) (d) shall together be deemed to be one item of Class B evidence of marriage. R.R.O. 1980, Reg. 942, s. 32.

REGISTRATION OF DEATHS

35. A statement of a death under subsection 21 (2) of the Act shall be in Form 15. R.R.O. 1980, Reg. 942, s. 33.

36. The notice of registration of a death or still-birth under clause 39 (p) of the Act shall be in Form 17. R.R.O. 1980, Reg. 942, s. 34.

37. A medical certificate of a death under subsection 21 (3) or (4) of the Act shall be in Form 16. R.R.O. 1980, Reg. 942, s. 35.

38. An acknowledgment of registration of a death under clause 22 (3) (a) of the Act shall be in Form 18. R.R.O. 1980, Reg. 942, s. 36.

39. A burial permit under clause 22 (3) (b) of the Act shall be in Form 19. R.R.O. 1980, Reg. 942, s. 37.

40. The fee for registration in another registration division under subsection 23 (1) of the Act is \$10. O. Reg. 332/86, s. 5.

41. An application for registration of a death after one year from the day of the death shall be in Form 20. R.R.O. 1980, Reg. 942, s. 39.

42. The statutory declaration to be filed with the Registrar General under clause 27 (2) (c) of the Act shall be in Form 21. R.R.O. 1980, Reg. 942, s. 40.

43.—(1) Subject to section 45, there shall be filed with the Registrar General under clause 27 (2) (d) of the Act at least one item of Class A evidence of death.

(2) The evidence under clause 44 (a) or (b) shall set out the date and place of death and the name of the deceased. R.R.O. 1980, Reg. 942, s. 41.

44. Class A evidence of death consists of,

- (a) a medical certificate of death, in Form 16;
- (b) a notarial copy of the record of the funeral director; or
- (c) an acknowledgment of registration of death, in Form 18. R.R.O. 1980, Reg. 942, s. 42.

45. Where an applicant for registration of a death after one year from the day of the death is unable to obtain Class A evidence of the death, he or she may file with the Registrar General,

- (a) an affidavit setting out the applicant's attempts to obtain Class A evidence of the death, together with the correspondence he or she has had in respect thereto; and
- (b) at least two items of Class B evidence of death. R.R.O. 1980, Reg. 942, s. 43.

46.—(1) Class B evidence of a death consists of,

- (a) a letter or telegram,
 - (i) addressed to the applicant or a relative of the deceased,
 - (ii) dated not more than one month after the death, and
 - (iii) setting out the date of death and the name of the deceased;
- (b) a newspaper, a notarial copy thereof or a notarial extract therefrom, containing,
 - (i) the date of publication of the newspaper, and
 - (ii) an announcement of the death, the date and place thereof, and the name of the deceased;
- (c) a notarial copy of a burial permit or any cemetery record that sets forth the name of the deceased and the date of death;
- (d) affidavits of two persons, each stating,
 - (i) the name of the deceased and the date and place of death,
 - (ii) the relationship between the deponent and the deceased, and
 - (iii) that the deponent was present at the funeral and saw the body of the deceased; or
- (e) any documentary evidence of death.

(2) The affidavits referred to in clause (1) (d) shall together be deemed to be one item of Class B evidence of death. R.R.O. 1980, Reg. 942, s. 44.

47. The fee for registration of a death that is not registered within one year from the day of death is \$21. O. Reg. 373/90, s. 6.

REGISTRAR'S STATEMENT OF FINAL DECREE OF DIVORCE

48.—(1) The statement under subsection 32 (1) of the Act with respect to a final decree of divorce entered by a local registrar of the Ontario Court (General Division) shall be in Form 22 or the Form to the Schedule to the Central Registry of Divorce Proceedings Regulations, SOR/86-600. R.R.O. 1980, Reg. 942, s. 46 (1), *revised*.

(2) The statement shall be forwarded to the Registrar General not later than ten days after the Registrar or the local registrar enters the final decree of divorce. R.R.O. 1980, Reg. 942, s. 46 (2).

CHANGE OF SEX DESIGNATION

49.—(1) An application under section 36 of the Act to have the designation of sex on the registration of birth changed shall be in Form 40. O. Reg. 384/86, s. 9, *part*.

(2) The fee for an application under subsection 36 (1) of the Act to change the designation of sex on the registration of birth is \$35. O. Reg. 373/90, s. 7.

(3) A medical certificate under clause 36 (2) (a) of the Act shall be in Form 41.

(4) A medical certificate under clause 36 (2) (b) of the Act shall be in Form 42. O. Reg. 384/86, s. 9, *part*.

CORRECTION OF ERRORS IN REGISTRATIONS

50. The statutory declaration referred to in subsection 34 (3) of the Act shall be in Form 23. R.R.O. 1980, Reg. 942, s. 47.

51. The fee for a correction, by the Registrar General under subsection 34 (3) of the Act, of an error in a registration is \$21. O. Reg. 373/90, s. 8.

52. The fee for a search for the purpose of producing evidence to the Registrar General in support of an application to correct an error in registration is \$10 for each search within each five-year period in respect of each name, although no certificate is provided to the applicant. O. Reg. 384/86, s. 9, *part*.

SUBSTITUTION OF REGISTRATION

53. The statutory declaration referred to in subsection 35 (1) of the Act shall be in Form 24. R.R.O. 1980, Reg. 942, s. 49.

54. The fee for a new registration under subsection 35 (1) of the Act is \$15. O. Reg. 332/86, s. 8.

REGISTRATION DIVISIONS

55.—(1) The territorial districts of Ontario are divided into ninety-three registration divisions, each of which is described in one of the Schedules.

(2) In the Schedules, "township", except where otherwise provided, means geographic township.

(3) In the Schedules, a reference to a lettered township, a numbered township or a numbered and lettered township, whether in a range or otherwise, is a reference to that township as it was so designated on the 2nd day of July, 1975.

(4) Every Indian agent in Ontario is authorized to act, by virtue of office, as division registrar for the Indians under the agent's jurisdiction. R.R.O. 1980, Reg. 942, s. 51 (1-4).

(5) In this section, "Schedules" means the Schedules to Regulation 942 of Revised Regulations of Ontario, 1980, as those Schedules existed on the 31st day of December, 1990. *New*.

DUTIES OF DIVISION REGISTRARS

56. A division registrar shall transmit to the Registrar General at the beginning of each week,

- (a) the statements of personal particulars;
- (b) notices of births and still-births;
- (c) medical certificates as to the cause of still-births; and
- (d) medical certificates of deaths,

received by the division registrar in respect of the registrations made by the division registrar of births, deaths and still-births during the preceding week. O. Reg. 384/86, s. 10.

57.—(1) The division registrar shall keep separate indexes for registrations of births, deaths and still-births.

(2) The index for registrations of birth shall contain the following particulars of each birth:

- 1. Name of the child.
- 2. Date of birth.
- 3. Place of birth.
- 4. Sex.
- 5. Date of registration.
- 6. Registration No.

7. Name and post office address of,

- i. the person who completed the statement of birth, and
- ii. the legally qualified medical practitioner or nurse in attendance at the birth.

(3) The index for registrations of deaths shall contain the following particulars of each death:

- 1. Name of deceased.
- 2. Date of death.
- 3. Place of death.
- 4. Cause of death.
- 5. Sex.
- 6. Date of registration.
- 7. Registration No.

8. Name and post office address of,

- i. the person who completed the statement of death,
- ii. the legally qualified medical practitioner or coroner who completed the medical certificate of death, and
- iii. the funeral director in charge of the body.

(4) The index for registrations of still-births shall contain the following particulars of each still-birth:

- 1. Name of the still-born child.
- 2. Date of still-birth.
- 3. Place of still-birth.
- 4. Sex.
- 5. Date of registration.
- 6. Registration No.
- 7. Name and post office address of,

- i. the person who completed the statement of still-birth,
- ii. the legally qualified medical practitioner or coroner who completed the medical certificate as to the cause of a still-birth, and
- iii. the funeral director in charge of the body. R.R.O. 1980, Reg. 942, s. 53.

CERTIFICATES

58. A certificate of the Registrar General under subsection 41 (1) of the Act shall be in Form 27. R.R.O. 1980, Reg. 942, s. 54.

59.—(1) A change of name certificate shall be in Form 25 or 26, as the case requires.

(2) The fee for a change of name certificate in Form 25 is \$10.

(3) The fee for a change of name certificate in Form 26 is \$10. O. Reg. 657/90, s. 2.

60.—(1) A birth certificate of a live birth shall be in Form 28 or 29, as the case requires.

(2) The fee for a birth certificate in Form 28 is \$10.

(3) The fee for a birth certificate in Form 29 is \$10.

(4) A fee payable under subsection (2) or (3) includes the fee under subsection 64 (1) for a search in respect of one five-year period. O. Reg. 335/89, s. 5.

61. A marriage certificate shall be in Form 30 and the fee therefor, which includes the fee under subsection 64 (1) for a search in respect of one five-year period, is \$10. O. Reg. 332/86, s. 9.

62. A death certificate shall be in Form 31 and the fee therefor, which includes the fee under subsection 64 (1) for a search in respect of one five-year period, is \$10. O. Reg. 332/86, s. 10.

63. The fee for a certified copy of a registration of birth, marriage, death or still-birth, which includes the fee under subsection 64 (1) for a search in respect of one five-year period, is \$21. O. Reg. 373/90, s. 9.

FEE FOR SEARCHES

64.—(1) The fee for a search for the registration of a birth, marriage, death or still-birth in the indexes kept in the office of the Registrar General is \$10 for each search within each five-year period in respect of each name. O. Reg. 384/86, s. 12, *part, revised*.

(2) The fee for a search for the registration of,

(a) an adoption order, judgment or decree or change of name; or

(b) a statement of divorce under subsection 32 (2) of the Act,

is \$10 for each search within each five-year period in respect of each name. O. Reg. 384/86, s. 12, *part*.

65.—(1) The fee for a search for and certified copy of one of the following is \$21 for each search within each five-year period in respect of each name:

1. A statutory declaration filed under section 12 of the *Children's Law Reform Act*.
2. A request filed under subsection 6 (5) of the *Vital Statistics Act*, being chapter 524 of the Revised Statutes of Ontario, 1980, as the subsection existed on the 30th day of June, 1986.
3. A statutory declaration filed under subsection 6 (8) of the *Vital Statistics Act*, being chapter 524 of the Revised Statutes of Ontario, 1980, as the subsection existed on the 30th day of June, 1986.
4. A statement respecting an order or judgment confirming or making a finding of parentage filed with the Registrar General under section 14 of the *Children's Law Reform Act*.
5. An order made under section 4, 5 or 6 of the *Children's Law Reform Act* and filed with the Registrar General.
6. An application made under subsection 9 (9) of the Act.

(2) The fee for a search for and a certified copy of each statutory declaration under subsection 9 (4), (5) or (11) of the Act is \$21 for each search within each five-year period in respect of each name. O. Reg. 373/90, s. 10.

POWERS AND DUTIES OF DEPUTY REGISTRAR GENERAL

66.—(1) Except as set forth in subsections 3 (3), (4) and (5) of the

Act, the powers and duties of the Registrar General under the Act are delegated to the Deputy Registrar General.

(2) Despite subsection (1), the Registrar General may exercise the powers and perform the duties prescribed for him or her under the Act. R.R.O. 1980, Reg. 942, s. 60.

DUTIES OF INSPECTORS

67.—(1) An inspector shall, in the registration divisions assigned to him or her,

- (a) inspect the offices of division registrars;
- (b) examine the registrations, records, notices, documents and indexes in the possession of division registrars in order to ensure that the Act and this Regulation have been complied with;
- (c) inspect the registrations in the possession of the division registrars to ensure that the registrations have been written legibly in durable ink;
- (d) instruct division registrars in their duties and advise them on any matter arising under the Act or this Regulation;
- (e) visit persons who have failed to comply and investigate the reasons for the failure;
- (f) advise legally qualified medical practitioners, nurses, coroners, funeral directors and cemetery owners of their duties under the Act and this Regulation;
- (g) investigate and prepare a written report on any matter referred to the inspector by the Registrar General or the Deputy Registrar General;
- (h) visit cemetery owners and inspect the burial permits in their possession in order to ensure that the deaths have been registered in accordance with the Act and this Regulation;
- (i) investigate complaints arising under the Act or this Regulation;
- (j) investigate contraventions of the Act or this Regulation that are reported to the inspector and prepare a written report thereon in duplicate;
- (k) prepare a separate report, in triplicate, on each registration division he or she has inspected during the week; and
- (l) prepare a summary in duplicate that sets out,
 - (i) the registration divisions and hospitals the inspector has visited, and
 - (ii) the names of the persons the inspector has visited in the course of the inspector's investigations,

since the last summary. R.R.O. 1980, Reg. 942, s. 61 (1); O. Reg. 384/86, s. 14.

(2) The original of the report referred to in clause (1) (j) shall be forwarded to the Deputy Registrar General and the copy shall be retained by the inspector. R.R.O. 1980, Reg. 942, s. 61 (2).

68.—(1) A report referred to in clause 67 (1) (k) shall,

- (a) be signed by the inspector; and
- (b) set out in detail the result of the inspection and the inspector's recommendations.

(2) The original of the report shall be forwarded to the Deputy Registrar General.

(3) One copy of the report shall be given to the division registrar and the other copy shall be retained by the inspector. R.R.O. 1980, Reg. 942, s. 62.

69.—(1) The original of the summary referred to in clause 67 (1) shall be forwarded to the Deputy Registrar General.

(2) The copy of the summary shall be retained by the inspector. R.R.O. 1980, Reg. 942, s. 63.

INTERNATIONAL CLASSIFICATION OF DISEASES

70. The Ninth Revision of the International Classification of Diseases adopted by the Twenty-ninth World Health Assembly of the World Health Organization is hereby adopted for the purposes of classifying diseases under the Act. O. Reg. 657/90, s. 4.

SUB-REGISTRARS

71. Where, with the approval of the Registrar General, the division registrar in a city having a population of 50,000 or over appoints a sub-registrar to carry out the provisions of the Act with respect to the registration of deaths and for the issuing of burial permits, the sub-registrar shall,

(a) within twenty-four hours after he or she issues a burial permit, forward to the division registrar by whom he or she was appointed,

- (i) the statement of death, in Form 15, and
- (ii) the medical certificate of death, in Form 16; and

(b) keep a chronological index containing the following particulars of each death:

- 1. Name of deceased.
- 2. Date of death.
- 3. Place of death.
- 4. Cause of death.
- 5. Sex.
- 6. The name and address of the person who completed the statement of death.
- 7. The name and address of the legally qualified medical practitioner or coroner who completed the medical certificate of death.
- 8. The name and address of the funeral director in charge of the body. R.R.O. 1980, Reg. 942, s. 66.

ACCESS TO AND INFORMATION FROM RECORDS

72.—(1) The following persons, only after taking an oath of secrecy in Form 32, may have access to or be given information from the records in the Registrar General's office:

- 1. The Regional Director of Family Allowances for Canada.
- 2. A representative of Canada, duly authorized in writing.
- 3. A representative of Ontario or another province, duly authorized in writing.
- 4. Upon application to the Registrar General, a representative of a state or country other than Ontario or Canada.
- 5. A member of a police force of a municipality in Ontario.

6. A representative of a Children's Aid Society that is approved under the *Child and Family Services Act*.

7. A person undertaking statistical, epidemiological or other research that is in the public interest.

(2) The following persons, only after taking an oath of secrecy in Form 32, may be given information from the records in any division registrar's office:

- 1. A medical officer of health of a board of health.
- 2. An employee of a board of health who is designated in writing for the purpose by the medical officer of health.

(3) The following persons may be given such information from the records in the Registrar General's office as is appropriate in the circumstances:

- 1. A person undertaking genealogical research in respect of the person's family.
- (4) The payment of any fee for information given under subsections (1) and (2) may be waived. O. Reg. 384/86, s. 15, *part*.
- (5) The fee for a search for information to be given under subsection (3) is \$21 for each search within each five-year period in respect of each name searched. O. Reg. 373/90, s. 11.

OFFICERS TO SIGN REGISTRATIONS AND NOTATIONS

73. The following officers may sign registrations and notations:

- 1. The Registrar General.
- 2. The Deputy Registrar General.
- 3. The Manager, Administrative Support Services.
- 4. The Manager, Registration.
- 5. The Supervisor, Amendments.
- 6. The Assistant Supervisor, Amendments.
- 7. The clerk in charge of applications to register a birth, still-birth, marriage or death after one year from the date thereof.
- 8. The clerk in charge of current registrations.
- 9. The assistant clerk in charge of current registrations. O. Reg. 384/86, s. 16.

COPIES OF DOCUMENTS

74.—(1) The fee for a certified copy of any document required under subsection 8 (3) of the *Marriage Act* that is forwarded to the Registrar General under section 14 of that Act is \$21. O. Reg. 373/90, s. 12.

(2) No certified copy of any document mentioned in subsection (1) shall be issued by the Registrar General except to one of the parties to the marriage that was dissolved or annulled, to the solicitor of one of the parties or to the solicitor of one of the parties to a subsequent marriage. R.R.O. 1980, Reg. 942, s. 69 (2).

75. The Registrar General may issue a statement in Form 39 respecting particulars of the birth of a person,

- (a) who has been adopted in Ontario; and
- (b) who was born in a jurisdiction where a birth certificate in his or her adoptive name is not obtainable,

if the applicant for the statement files with the Registrar General a certified copy of the person's original birth certificate and a certified copy of the adoption order and pays a fee of \$10. O. Reg. 332/86, s. 13.

76. The fee for a duplicate of a certificate is \$10. O. Reg. 384/86, s. 17, *part*.

77. The fee for a certified copy of a document for which no fee is specifically prescribed is \$21. O. Reg. 373/90, s. 13.

78.—(1) For the purposes of section 29 of the Act, the information set out in an extract of information from an original birth registration is prescribed information.

(2) An extract of information from an original birth registration under section 29 of the Act shall be in Form 43.

(3) The fee for an extract of information under section 29 of the Act is \$10. O. Reg. 402/87, s. 1.

Form 1

Vital Statistics Act, section 8

NOTICE OF LIVE BIRTH OR STILL-BIRTH

		O.H.I.P. NUMBER	
1 MOTHER	Surname Forename(s)		2 AGE (years)
3 MARITAL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	4 OCCUPATION
5. Telephone Number			
6 PERMANENT ADDRESS OF MOTHER	(Street and number)		
	(City, town or village)	(County/District)	Province
			Postal Code
7 PLACE OF BIRTH OF CHILD	(Home) <input type="checkbox"/> (Hospital) <input type="checkbox"/>	(Name and location of hospital)	
8 DATE OF BIRTH OF CHILD	(Month, by name) (Day) (Year)		
9 SEX OF CHILD	(Male) <input type="checkbox"/> (Female) <input type="checkbox"/>	10 BIRTHWEIGHT OF CHILD (Lbs and oz) or (Grams)	11 GESTATION PERIOD (in completed weeks)
12 WAS CHILD BORN ALIVE	(Yes) <input type="checkbox"/> (No) <input type="checkbox"/>	13 KIND OF BIRTH (Single) <input type="checkbox"/> (Twin) <input type="checkbox"/> (Triplet) <input type="checkbox"/> (Other) <input type="checkbox"/>	14 NUMBER OF PREVIOUS BIRTHS (Live births) (Still-births)
15 WERE ANY CONGENITAL ANOMALIES NOTED AT BIRTH	(Yes) <input type="checkbox"/> (No) <input type="checkbox"/> If "Yes", describe		
CERTIFICATION			
I CERTIFY THAT I WAS THE ATTENDING		Signature	
MEDICAL PRACTITIONER <input type="checkbox"/> NURSE <input type="checkbox"/> AT THIS BIRTH			
NAME OF ATTENDING PHYSICIAN OR NURSE	Surname (please print) Forename(s)		Date signed (Month, by name) (Day) (Year)
POST OFFICE ADDRESS	(Street and number, city and province)		Postal Code

Formule 1

Loi sur les statistiques de l'état civil, article 8

AVIS DE NAISSANCE VIVANTE
OU DE MORTINAISSANCE

N° du RAMO (OHIP)

1. MÈRE	Nom de famille		Prénom(s)		2. ÂGE (ans)
3. ÉTAT MATRIMONIAL	<input type="checkbox"/> célibataire <input type="checkbox"/> veuve <input type="checkbox"/> mariée <input type="checkbox"/> divorcée		4. PROFESSION		5. Numéro de téléphone
6. DOMICILE DE LA MÈRE	(Numéro et rue)				
	(Cité, ville ou village)		(Comté/District)	Province	Code postal
7. LIEU DE NAISSANCE DE L'ENFANT	(Domicile)	(Hôpital)	(Nom et lieu de l'hôpital)		
	<input type="checkbox"/>	<input type="checkbox"/>			
8. DATE DE NAISSANCE DE L'ENFANT	(Jour) (Mois en toutes lettres) (Année)				
9. SEXE DE L'ENFANT	(Masculin)	(Féminin)	10. POIDS DE L'ENFANT À LA NAISSANCE (lbs et oz) ou (g)		11. DURÉE DE LA GROSSESSE (en semaines complètes)
	<input type="checkbox"/>	<input type="checkbox"/>			
12. L'ENFANT EST-IL NÉ VIVANT ?	(Oui)	(Non)	13. GENRE D'ACCOUCHEMENT	(Simple) (Double) (Triple) (Autre)	14. NOMBRE D'ACCOUCHEMENTS PRÉCÉDENTS (Naissances vivantes) (Mortinaissances)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. DES ANOMALIES CONGÉNITALES ONT-ELLES ÉTÉ CONSTATÉES À LA NAISSANCE ?	(Oui)	(Non)	Si "oui", les décrivez		
	<input type="checkbox"/>	<input type="checkbox"/>			
ATTESTATION	JE CERTIFIE QUE J'AI PRIS PART À CETTE NAISSANCE COMME				Signature
	MÉDECIN <input type="checkbox"/> INFIRMIÈRE <input type="checkbox"/>				
NOM DU MÉDECIN OU DE L'INFIRMIÈRE	Nom de famille (en caractères d'imprimerie)		Prénom(s)		Date de la signature (Jour) (Mois en toutes lettres) (Année)
ADRESSE POSTALE	(Numéro et rue, cité et province)				Code postal

O. Reg. 384/86, s. 23 (1), part, revised.

Form 2

Vital Statistics Act

STATEMENT OF
LIVE BIRTH

Registration No. (Office use only)

CHILD'S SURNAME	1.		2. Sex of child	
	FORENAME(S)			
DATE OF BIRTH	3. Month (by name), day, year		4. Name of hospital (if not hospital give exact location where birth occurred)	
PLACE OF BIRTH	5. City, town, village, township (by name)		Regional municipality, county or district	
PARENTS	FATHER		MOTHER	
	6. Present surname		9. Present surname	
	Forename(s)		Surname at birth	
	Surname at birth		Forename(s)	
BIRTHPLACE	7. City/town/village		10. City/town/village	
	Province/country		Province/country	
DATE OF BIRTH	8. Month (by name), day, year		11. Month (by name), day, year	
RESIDENCE OF MOTHER FOR STATISTICAL PURPOSES ONLY	12. Complete street address (if rural give exact location), City, town, village, township		Postal Code	
MAILING ADDRESS	13. Complete street address (if different from above). If rural give Post Office or Rural Route address.		Postal Code	
OTHER	14. Duration of pregnancy (in weeks)	15. Number of children ever born to this mother (including this birth)		16. Weight of child at birth
		Number Liveborn	Number Still-born (after 20 weeks pregnancy)	Grams _____ or _____ lb. (s) _____ oz.
ATTENDANT	19. Name and address of attendant at birth			17. Kind of Birth
				single <input type="checkbox"/> twin <input type="checkbox"/> triplet <input type="checkbox"/> other <input type="checkbox"/>
				18. If twin, triplet, state whether this child was born 1st, 2nd or 3rd.
				Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Other <input type="checkbox"/>

BEFORE SIGNING SEE ITEM F ON REVERSE SIDE

CERTIFI- CATION OF INFORMANT	20. I (We) certify the foregoing to be true and correct to the best of my (our) knowledge and belief	Day	Month	Year	
	Signature of Mother				
	20a. We have agreed that the child's last name will be as shown in item 1 above <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of Father			
	21. Before completing this section, see item E on reverse side <input type="checkbox"/> Check here if the name selected is determined in accordance with the child's Cultural, Ethnic or Religious Heritage	Signature of informant (other than Mother or Father)			

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

CERTIFI- CATION OF DIVISION REGISTRAR	I am satisfied as to the correctness and sufficiency of this statement and register the birth by signing this statement Signature of Division Registrar		
	Registration Number	Code Number	Date Month, day, year

For office use only

Formule 2

Loi sur les statistiques de l'état civil

**DÉCLARATION DE
NAISSANCE VIVANTE**

N° d'enregistrement (réservé au bureau)

NOM DE FAMILLE DE L'ENFANT	1.			2. Sexe de l'enfant		
PRÉNOM						
DATE DE NAISSANCE	3. Jour mois (en toutes lettres) année			4. Nom de l'hôpital (si l'enfant n'est pas né à l'hôpital, indiquer le lieu précis de la naissance)		
LIEU DE NAISSANCE	5. Cité, ville, village ou canton (nom)			Municipalité régionale, comté ou district		Réservé au bureau
PÈRE ET MÈRE	PÈRE			MÈRE		
NOM	6. Nom de famille actuel			9. Nom de famille actuel		
	Prénom(s)			Nom de famille à la naissance		
	Nom de famille à la naissance			Prénom(s)		
	Autre(s) nom(s) de famille			Autre(s) nom(s) de famille		
LIEU DE NAISSANCE	7. Cité/ville/village			10. Cité/ville/village		
	Province/pays	Réservé au bureau		Province/pays	Réservé au bureau	
DATE DE NAISSANCE	8. Jour mois (en toutes lettres) année Age			11. Jour mois (en toutes lettres) année Age		
RÉSIDENCE DE LA MÈRE À DES FINS STATISTIQUES SEULEMENT	12. Adresse postale au complet (Adresse précise pour les zones rurales). Cité, ville, village, canton			Code Postal		Réservé au bureau
ADRESSE POSTALE	13. Adresse postale au complet (si elle diffère du n° 12). Dans les zones rurales, indiquer la case postale ou la route rurale.			Code postal		
AUTRE	14. Durée de la grossesse (en semaines)	15. Nombre d'enfants mis au monde par la mère (y compris la présente naissance)		16. Poids de l'enfant à la naissance	17. Genre d'accouchement	18. En cas d'accouchement double ou triple, indiquer si l'enfant est né le 1 ^{er} , le 2 ^e ou le 3 ^e .
		Nombre de naissances vivantes	Nombre de mortinaissances (après 20 semaines de grossesse)	— grammes ou — lb(s) — oz	simple <input type="checkbox"/> double <input type="checkbox"/> triple <input type="checkbox"/> autre <input type="checkbox"/>	
PERSONNE AYANT PRIS PART À LA NAISSANCE	19. Nom et adresse de la personne ayant pris part à la naissance					médecin <input type="checkbox"/> infirmière <input type="checkbox"/> sage-femme <input type="checkbox"/>

AVANT DE SIGNER, VOIR LA RUBRIQUE F AU VERSO

ATTESTATION DU/DES DÉCLARANT(S)	20. Je certifie (Nous certifions) que les renseignements donnés ci-dessus sont exacts et fidèles au mieux de ma (notre) connaissance et de ce que je crois (nous croyons) vrai.			Jour	Mois	Année
	20a. Nous avons convenu que le nom de famille de l'enfant sera celui qui figure à la rubrique 1.					
	<input type="checkbox"/> Oui <input type="checkbox"/> Non					
	21. Avant de remplir la présente partie, voir la rubrique E au verso.					
<input type="checkbox"/> Cocher cette case si le nom choisi est établi conformément au patrimoine culturel, ethnique ou religieux de l'enfant.						

NE PAS ÉCRIRE AU-DESSOUS DE CETTE LIGNE — RÉSERVÉ AU BUREAU

ATTESTATION DU REGISTRAIRE DE DIVISION DE L'ÉTAT CIVIL	Je suis convaincu(e) que la présente déclaration est exacte et suffisante. J'enregistre la naissance en signant la présente déclaration.		
	Signature du registraire de division de l'état civil.		
	Numéro d'enregistrement	Numéro de code	Date: Jour, mois, année
Réservé au bureau			

O. Reg. 384/86, s. 23 (1), part. revised.

Form 3

Vital Statistics Act

ACKNOWLEDGMENT OF REGISTRATION OF STILL-BIRTH

Under the *Vital Statistics Act* and the regulations, I acknowledge the registration of the still-birth of

[illegible]

(registered surname)

[illegible]

(registered given names)

(registered address)

Dated at _____, this _____ day of _____, 19_____.

(signature of division registrar)

Code No.

R.R.O. 1980, Reg. 942, Form 3.

Form 4

Vital Statistics Act

DELAYED STATEMENT OF BIRTH

PLEASE TYPEWRITE OR PRINT IN INK

11/11/2004

Full name of child

(surname)

(given names)

Date of birth Sex

(month day year)

Sex

Place of birth

(city, town, village or township)

(county, etc.)

If in hospital or institution, give name

FATHER		MOTHER	
Full name	(surname)	Full maiden name	(surname)
.....	(given names)	(given names)
Birthplace		Birthplace	

I certify the foregoing to be true and correct to the best of my knowledge and belief.

Given under my hand at this day of, 19.....

.....
(signature of informant)

Declared before me at the
in the of
this day of, 19

.....
A Commissioner, etc.

.....
(signature of deponent)

R.R.O. 1980, Reg. 942, Form 5.

Form 6

Vital Statistics Act

APPLICATION FOR SUBSTITUTED REGISTRATION ON ADOPTION

It is requested that a new birth registration, in accordance with the attached statement of birth, be substituted for the original birth registration and that this application be filed and sealed with the original birth registration.

PLACE OF BIRTH DATE OF BIRTH.....

REGISTRATION NO. _____ SEX _____

NAME OF CHILD ON ADOPTION ORDER (surname) (given names)

.....

(signature of adopting mother or father) (street address) (city)

.....
 (signature of witness) (street address) (city)

.....
(day) (month) (year)

R.R.O. 1980, Reg. 942, Form 6.

Form 7

Vital Statistics Act

Province of Ontario (Canada)
Office of the Registrar General

STATEMENT OF
STILL-BIRTH

(For Office Use Only)

Cette formule est disponible en français

CHILD'S SURNAME	1.			2. Sex of Child	
FORENAME(S)					
DATE OF STILL-BIRTH	3. Month (by name), day, year		4. Name of hospital (if not in hospital give exact location where still-birth occurred)		
PLACE OF STILL-BIRTH	5. City, town, village, township (by name)		Regional Municipality		For office use only
PARENTS	FATHER			MOTHER	
NAME	6. Present surname			10. Present surname	
	Forname			Surname at birth	
	Surname at birth			Forname(s)	
	Other surname(s)			Other surname(s)	
BIRTH-PLACE	7. City/town/village			11. City/town/village	
	Province/Country	For office use only 	Province/Country	For office use only 	
BIRTH DATE	8. Month (by name), day, year		Age	12. Month (by name), day, year	
				Age	
OCCUPATION	9.			13.	
RESIDENCE OF MOTHER (FOR STATISTICAL PURPOSES ONLY)	14. Complete street address				For office use only
Other Still-birth Particulars	15. Duration of Pregnancy (weeks)		17. Weight of child at birth — Grams or — lb(s) — oz.	18. Kind of Birth	19. If twin, triplet, state whether this child was born 1st, 2nd or 3rd
	16. Number of children ever born to this mother (including this birth)			Single <input type="checkbox"/>	
	Number Liveborn	Number still-born (after 20 weeks pregnancy)		Twin <input type="checkbox"/>	

ATTENDANT	20. Name and address of attendant at still-birth		Physician <input type="checkbox"/>		
			Nurse <input type="checkbox"/>		
			Other <input type="checkbox"/>		
CERTIFI- CATION OF INFORMANT	21. I(We) certify the foregoing to be true and correct to the best of my(our) knowledge and belief		Day	Month	Year
	Signature of Mother				
	22. The parents have agreed to the child's name shown in item 1.		Signature of Father		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Signature of informant (other than Mother or Father)		
DISPOSITION	23. Burial, Cremation or other disposition (specify)		Proposed date of burial or disposition (Month, day, year)		
	24. Name and address of proposed cemetery, crematorium or place of disposition				
FUNERAL DIRECTOR	25. Name and address of funeral home (or person in charge of remains)			Postal code	
	26. Signature of funeral director (or responsible officer)		Business code number	Date: Month (by name), day, year	
CERTIFI- CATION OF DIVISION REGISTRAR	Burial Permit Issued by:		Address		Date issued (month, day, year)
	I am satisfied as to the correctness and sufficiency of this statement of still-birth and the medical certificate of still-birth and I register the still-birth by signing this statement and the medical certificate of still-birth				
	Signature of Division Registrar				
	Registration Number	Code Number	Date: Month (by name), day, year		
For office use only					

THIS IS A PERMANENT LEGAL RECORD
TYPE OR WRITE PLAINLY AND COMPLETE ALL ITEMS

This Form and Form 8 (Medical Certificate of Still-birth) must be filed with a Division Registrar before a burial permit can be issued.

O. Reg. 384/86, s. 23 (1), *part*; O. Reg. 657/90, s. 6.

Form 8 Province of Ontario (Canada)
VSA Office of the Registrar General

To be completed by attending physician
or coroner.

Cette formule est disponible en français.

Form 8

Vital Statistics Act

MEDICAL CERTIFICATE OF STILL-BIRTH

Registration No. (office use only)

PERSONAL PARTICULARS OF DECEASED CHILD			
NAME OF CHILD	1. Surname	Forename(s)	2. SEX
DATE OF STILL-BIRTH	3. Month (by name), day, year		4. Name of hospital (if not in hospital, give exact location where still-birth occurred)
PLACE OF STILL-BIRTH	5. City, town, village or township (by name) Regional municipality, county or district		
OTHER PARTICULARS	6. Mother — Surname	7. Weight of child at birth	8. Kind of birth
	Forename(s)	Grams — or — lb(s). — oz.	single <input type="checkbox"/> twin <input type="checkbox"/> triplet <input type="checkbox"/>
CAUSE OF STILL-BIRTH	10. MEDICAL CERTIFICATE OF STILL-BIRTH		
	<p>I</p> <p>Disease or condition directly leading to still-birth (This does not mean the mode of dying. It means the disease, injury, or complication which caused still-birth.)</p> <p>(a) _____ due to (or as a consequence of)</p>		
	<p>Antecedent causes</p> <p>Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last.</p> <p>(b) _____ due to (or as a consequence of)</p>		
	<p>II</p> <p>Other significant conditions contributing to the still-birth, but not related to the disease or condition causing it.</p> <p>(c) _____</p>		
OTHER INFORMATION	11. a) Was there manipulative, instrumental or other operative procedure for delivery? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) If so, was foetus dead before the procedure? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	c) State nature of procedure _____ (Such as low, middle or high forceps; version and extraction, Caesarian section, craniotomy)		
CERTIFICATION (Attending physician, coroner, etc.)	12. Did death occur before labour? Yes <input type="checkbox"/> No <input type="checkbox"/> During labour? Yes <input type="checkbox"/> No <input type="checkbox"/> Was labour induced? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	13. a) Was there an autopsy? Yes <input type="checkbox"/> No <input type="checkbox"/> b) if so, state findings _____		
	14. I certify that I was <input type="checkbox"/> was not <input type="checkbox"/> in attendance at this still-birth and that the statements herein are true and correct to the best of my knowledge and belief. Signature (attending physician, coroner, etc.)		
CERTIFICATION OF DIVISION REGISTRAR	15. Designation: Attending physician <input type="checkbox"/> Coroner <input type="checkbox"/>		
	16. Name of physician or coroner (print or type) Date signed — Month (by name), day, year		
	Address		

CERTIFICATION OF DIVISION REGISTRAR	I am satisfied as to the correctness and sufficiency of this medical certificate of still-birth and the statement of still-birth and I register the still-birth by signing this certificate and the statement of still-birth.		Signature of Division Registrar
	Registration Number	Code Number	Date: Month (by name), day, year

For Office Use Only

Formule 8 Province de l'Ontario (Canada)
LEC Bureau du registraire général de l'état civil

Formule 8

Le médecin ayant pris part à la mortinaissance ou
le coroner remplit la présente formule.

Loi sur les statistiques de l'état civil

This form is available in English.

CERTIFICAT MÉDICAL
DE MORTINAISSANCE

N° d'enregistrement (réservé au bureau)

DÉTAILS PERSONNELS SUR L'ENFANT DÉCÉDÉ				
NOM DE L'ENFANT	1. Nom de famille		2. SEXE	
DATE DE LA MORTINAISSANCE	3. Jour, mois (en toutes lettres), année		4. Nom de l'hôpital (si l'enfant n'est pas né à l'hôpital, indiquer le lieu précis de la mortinaissance)	
LIEU DE LA MORTINAISSANCE	5. Cité, ville, village ou canton (nom)		Municipalité régionale, comté ou district	
AUTRES DÉTAILS	6. Mère — nom de famille	7. Poids de l'enfant à la naissance	8. Genre d'accouchement	9. En cas d'accouchement double ou triple, indiquer si l'enfant est né le 1 ^{er} , le 2 ^e ou le 3 ^e .
	Prénom(s)	— grammes ou — lb(s) — oz	simple <input type="checkbox"/> double <input type="checkbox"/> triple <input type="checkbox"/>	
CAUSE DE LA MORTINAISSANCE	10. CERTIFICAT MÉDICAL DE MORTINAISSANCE			
	<p>I</p> <p>Maladie ou état conduisant directement à la mortinaissance (Il ne s'agit pas de la façon de mourir, mais de la maladie, de la blessure ou de la complication qui a causé la mortinaissance)</p> <p>a) _____ causé(e) par (ou résultant de)</p> <p>Antécédents :</p> <p>États morbides, le cas échéant, ayant conduit à l'état susmentionné. Préciser l'état sous-jacent en dernier.</p> <p>b) _____ causé(e) par (ou résultant de)</p> <p>c) _____</p> <p>II</p> <p>Autres états importants ayant contribué à la mortinaissance, mais sans rapport avec la maladie ou l'état qu'il l'a provoquée.</p>			
AUTRES RENSEIGNEMENTS	11. a) L'accouchement s'est-il fait par manipulation, au moyen d'instruments ou selon un autre mode opératoire?		b) Si oui, le fœtus était-il mort avant la manoeuvre?	
	Oui <input type="checkbox"/> Non <input type="checkbox"/>		Oui <input type="checkbox"/> Non <input type="checkbox"/>	
	c) Genre de manoeuvre _____ (Forceps à la partie basse, moyenne ou haute, version et extraction, césarienne, craniotomie, etc.)			
ATTESTATION (médecin ayant pris part à la mortinaissance, coroner, etc.)	12. Le décès est-il survenu avant le travail?		A-t-on déclenché le travail?	
	Oui <input type="checkbox"/> Non <input type="checkbox"/>		Oui <input type="checkbox"/> Non <input type="checkbox"/>	
	13. a) Y a-t-il eu une autopsie? Oui <input type="checkbox"/> Non <input type="checkbox"/> b) Si oui, donner les résultats _____			
ATTESTATION (médecin ayant pris part à la mortinaissance, coroner, etc.)	14. Je certifie que j'ai <input type="checkbox"/> je n'ai pas <input type="checkbox"/> assisté à la mortinaissance et que les renseignements figurant au présent certificat sont exacts et fidèles au mieux de ma connaissance et de ce que je crois vrai.		15. Désignation	
	Signature (médecin ayant pris part à la mortinaissance, coroner, etc.)		Médecin ayant pris part à la mortinaissance <input type="checkbox"/> Coroner <input type="checkbox"/>	
	16. Nom du médecin ou du coroner (dactylographier ou écrire en caractères d'imprimerie)		Date de la signature — Jour, mois (en toutes lettres), année	
Adresse				

ATTESTATION DU REGISTRAIRE DE DIVISION DE L'ÉTAT CIVIL	Je suis convaincu(e) que la déclaration de mortinaissance et le présent certificat médical de mortinaissance sont exacts et suffisants. J'enregistre la mortinaissance en signant la déclaration de mortinaissance et le présent certificat.		Signature du registraire de division de l'état civil
	Numéro d'enregistrement	Numéro de code	Date: Jour, mois (en toutes lettres), année

Réservé au bureau

Form 9

Vital Statistics Act

APPLICATION FOR REGISTRATION OF A STILL-BIRTH NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF STILL-BIRTH

Under the *Vital Statistics Act* and the regulations,

I.

[illegible]

(print given names of applicant)

[illegible]

(print surname of applicant)

of

(post office address)

make application to the Registrar General to register the still-birth of

[illegible]

(print surname of child)

[illegible]

(print given names of child or insert STILL-BIRTH)

The place of still-birth was in Ontario.

The date of still-birth was

(month by name)

(day)

(year)

I attach the following:

1. A statement or still-birth, in Form 7.
2. A statutory declaration, in Form 10.
3. Fee of \$5.
4. The following Class evidence of still-birth:
(A or B)

(signature of applicant)

(month by name)

(day)

(year)

R.R.O. 1980, Reg. 942, Form 9.

Form 10

Vital Statistics Act

**STATUTORY DECLARATION IN SUPPORT OF AN APPLICATION FOR REGISTRATION OF A STILL-BIRTH NOT REGISTERED
WITHIN ONE YEAR OF THE DAY OF THE STILL-BIRTH**

Province

of

State

In the matter of an application for registration of a still-birth not registered within one year of the day of the still-birth.

I.

[illegible]

(print given names)

[illegible]

(print surname)

of the of in the County District of

SOLEMNLY DECLARE THAT:

- 1. I make this statutory declaration in support of an application for registration of the still-birth of**

[illegible]

(print surname of child)

[illegible]

(print given names of child or insert STILL-BIRTH)

2. The still-birth was not registered within one year of the day of the still-birth.
3. The information contained in the attached statement of still-birth is true and correct.
4. I am (state relationship to still-born child)

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

in the of

this day of, 19

.....

A Commissioner, etc.

(signature of applicant)

R.R.O. 1980, Reg. 942, Form 10.

Form 11

Vital Statistics Act

ACKNOWLEDGMENT OF RECEIPT OF A STATEMENT OF MARRIAGE

Under the *Vital Statistics Act* and the regulations, I acknowledge receipt of a statement of marriage solemnized by you under authority of

☐ Banns No.

☐ Licence No.

Dated at Toronto, this day of, 19....

Registrar General

R.R.O. 1980, Reg. 942, Form 11.

Form 12

Vital Statistics Act

APPLICATION FOR REGISTRATION OF A MARRIAGE NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF MARRIAGE

Under the *Vital Statistics Act* and the regulations,

[illegible]

(given names of applicant)

[illegible]

(surname of applicant)

(post office address)

[illegible][illegible][illegible][illegible]

who were married on the day of, 19....

.....
(place of marriage)

1. Particulars of the marriage, in Form 13.

2. A statutory declaration, in Form 14.

3. Fee of \$5.

4. The following Class evidence of marriage:

(A or B)

(signature of applicant)

(post office address)

(month by name) (day) (year)

R.R.O. 1980, Reg. 942, Form 12.

Form 13

Vital Statistics Act

PARTICULARS OF A MARRIAGE

(For use of Registrar General only)

1. PLACE OF MARRIAGE:

Municipality of Street Address or
Name of Church

County or Territorial District of

2. DATE OF MARRIAGE

(month by name) (day) (year)

3. (1) LICENCE ☐ BANNS ☐
(Place X in proper square)

(2) LICENCE NUMBER.....

BRIDEGROOM

4. PRINT NAME

[illegible]

(surname)

[illegible]

(given names)

5. RESIDENCE

(Usual place of abode. If in a municipality, state the street address and the municipality. If not in a municipality, state the post office address and the county or territorial district.)

6. BACHELOR ☐ WIDOWER ☐ DIVORCED ☐

(place X in the proper square)

7. RELIGIOUS DENOMINATION

8. AGE 9. CITIZENSHIP.....

(in years)

9. CITIZENSHIP.....

10. PLACE OF BIRTH

(If in Canada, state post office address, county or territorial district and province.
If outside Canada, state the name of the country.)

11. PRINT NAME
OF FATHER

[illegible]

(surname)

(given names)

12. PRINT MAIDEN
NAME OF MOTHER

[illegible]

(maiden surname)

(given names)

13. BIRTHPLACE
OF FATHER.....

(province or country)

14. BIRTHPLACE
OF MOTHER

(province or country)

BRIDE

15. PRINT MAIDEN
NAME

[illegible]

(maiden surname)

[illegible]

(given names)

16. RESIDENCE

(Usual place of abode. If in a municipality, state the street address and the municipality. If not in a municipality, state the post office address and the county or territorial district.)

17. SPINSTER ☐ WIDOW ☐ DIVORCED ☐

(place X in the proper square)

18. RELIGIOUS DENOMINATION

19. AGE 20. CITIZENSHIP

(in years)

21. PLACE OF BIRTH
(If in Canada, state post office address, county or territorial district and province.
If outside Canada, state the name of the country.)

22. PRINT NAME
OF FATHER

(surname)	(given names)

23. PRINT MAIDEN
NAME OF MOTHER

(maiden surname)										(given names)												

24. BIRTHPLACE
OF FATHER

(province or country)

25. BIRTHPLACE

OF MOTHER

(province or country)

26. NAME AND ADDRESS OF PERSON SOLEMNIZING THE MARRIAGE

(signature of informant)

(day) (month) (year)

This space for use of Registrar General only.

I REGISTER THE MARRIAGE BY SIGNING THESE PARTICULARS

this day of, 19....., at Toronto, Ontario, Canada.

Deputy Registrar General

D. R. M. File No.

R.R.O. 1980, Reg. 942, Form 13.

Form 14

Vital Statistics Act

STATUTORY DECLARATION BY AN APPLICANT FOR REGISTRATION OF A MARRIAGE NOT REGISTERED WITHIN ONE YEAR OF THE DAY OF THE MARRIAGE

Province _____ of _____ State _____

In the matter of an application for registration of marriage not registered within one year of the day of marriage.

TO WIT:

I,

[illegible][illegible]

of the

of in the County of in the of

SOLEMNLY DECLARE THAT:

1. I am the applicant for registration of the marriage of

[illegible]

(print surname of bridegroom)

[illegible]

(print given names of bridegroom)

and

[illegible]

(print MAIDEN surname of bride)

[illegible]

(print given names of bride)

2. The marriage was not registered within one year of the day of the marriage.
3. The information contained in the attached statement of the particulars of the marriage, in Form 13, is true and correct.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

in the of

this day of, 19....

(signature of deponent)

A Commissioner, etc.

R.R.O. 1980, Reg. 942, Form 14.

Form 15

Vital Statistics Act

STATEMENT OF DEATH

Province of Ontario
Office of the Registrar General

Registration Number
(ministry use only)

Name of Deceased

1. Surname of deceased (print or type)

All given names

Social Insurance Number (when available)

[illegible]

2. Sex

Place of Death

3. Name of hospital or institution (otherwise exact location where death occurred)

Borough, City, Town, Village or Township (by name)

Regional Municipality, County or District

Date of Death

4. Month (by name), day, year of death

Usual Residence
of Deceased

5. Complete street address. If rural give exact location (not P.O. or R.R. address)

.....

Borough, City, Town, Village or Township

Regional Municipality, County or District

Province (or country)

Marital Status

6. Single, married, widowed or divorced (specify)

7. If married, widowed or divorced, give full name of husband or full maiden name of wife

Occupation

8. Kind of work done during most of working life

9. Kind of business or industry in which deceased worked

Birthdate

10. Month (by name), day, year of birth

11. Age (years)

If under one year
(months) (days)If under one day
(hours) (minutes)

.....

Birthplace

12. City or place, province (or country) of birth

.....

Father

13. Surname and all given names of father (print or type)

.....

14. City or place, province (or country) of birth—father

.....

Mother

15. Maiden surname and all given names of mother (print or type)

.....

16. City or place, province (or country) of birth—mother

.....

Signature of
Informant

17. Signature of Informant

18. Relationship to deceased

19. Date: Month (by name), day, year

20. Address of Informant

(Items 21—25 to be completed only by Funeral Director)

Disposition

21. Burial, Cremation or other disposition (specify)

22. Proposed date of burial or disposition (month, day, year)

23. Name and address of proposed cemetery, crematorium or place of disposition

.....

Funeral Director

24. Signature of funeral director

Date: Month (by name), day, year

.....

25. Name and address of funeral home (or person in charge of remains) (print or type)

Business Code Number

For Ministry Use
OnlyCertificate of
Division Regis-
trar

Burial Permit issued by:

Address

Date Issued (month, day, year)

I am satisfied as to the correctness and sufficiency of this statement and the medical certificate of death and I register the death by signing this statement and the medical certificate of death.

Signature of Division Registrar

Date: Month (by name), day, year

Code Number

Registration Number

R.R.O. 1980, Reg. 942, Form 15.

Form 16

Vital Statistics Act

MEDICAL CERTIFICATE OF DEATH

Province of Ontario
Office of the Registrar GeneralRegistration Number
(ministry use only)

To be completed by attending physician or coroner

PERSONAL PARTICULARS OF DECEASED

Name of
Deceased

1. Surname of deceased (print or type)

All given names

Social Insurance Number (when available)

--	--	--	--	--	--	--	--	--	--

2. Sex

Place of
Death

3. Name of hospital or institution (otherwise exact location where death occurred)

Borough, City, Town, Village or Township

Regional Municipality, County or District

Date of Death

4. Month (by name), day, year of death

5. Age (years)

If under one year
(months) (days)If under one day
(hours) (minutes)

MEDICAL CERTIFICATE OF DEATH

Cause of Death

6. PART I

Immediate cause of death

Approximate Interval
between onset and death(a)
due to or as a consequence ofAntecedent causes, if any, giving rise
to the immediate cause (a) above
stating the underlying cause last(b)
due to or as a consequence of

(c)

PART II

Other significant conditions contributing to the death but not causally related to the immediate cause (a) above.

Autopsy
Particulars

7. Autopsy being held?

Yes No

8. Does the cause of death stated above take account of autopsy findings?

Yes No

9. May further information related to the cause of death be available later?

Yes No

Accidental and
Violent Death

10. If accident, suicide, homicide or undetermined (specify)

11. Place of injury (e.g. home, farm, highway, etc.)

12. How did injury occur? (describe circumstances)

13. Date of injury (month (by name), day, year)

Certification (at-
tending physi-
cian, coroner,
etc.)

14. I certify that, to the best of my knowledge and belief, the above-named person died on the date and from the causes stated herein.

Signature

Designation: Attending Physician Coroner Other (specify)

Name of Physician or coroner (print or type)

.....

Address

Date: Month (by name), day, year

For Ministry Use
onlyCertification
Division
Registrar

I am satisfied as to the correctness and sufficiency of this medical certificate of death and the statement of death, and I register the death by signing this certificate and the statement of death.

Signature of Division Registrar

Date: Month (by name), day, year

.....

Code Number

Registration Number

.....

R.R.O. 1980, Reg. 942, Form 16.

Form 17*Vital Statistics Act***NOTICE OF REGISTRATION OF DEATH OR STILL-BIRTH**

To the Division Registrar of

The following are the particulars of a death or still-birth that occurred in your division but that has been registered by this office:

1. Name of deceased:

or
Name of still-born child:

2. Date of death:

or
Date of still-birth:

3. Sex:

4. Place of death:

or
Place of still-birth:

5. Address of deceased:

or
Permanent address of
mother of still-born child:

6. Cause of death:

or
Cause of still-birth:

7. Name and address of informant:

.....

8. Name and address of doctor:

.....

9. Name and address of funeral director:

.....

10. Date of registration:

.....
(signature of division registrar)

O. Reg. 384/86, s. 23 (2), *part.*

Form 20

Vital Statistics Act

APPLICATION FOR REGISTRATION OF A DEATH NOT REGISTERED WITHIN
ONE YEAR OF THE DAY OF THE DEATHUnder the *Vital Statistics Act* and the regulations,I,

(print full name of applicant)of
(post office address)

make application to the Registrar General to register the death of

(print full name of deceased, surname preceding)

who died on the day of, 19.....

at
(place of death)

I attach the following:

1. A statement of death, in Form 15.
2. A statutory declaration, in Form 21.
3. Fee of \$5.
4. The following Class evidence of death:
(A or B)

.....
(signature of applicant).....
(month by name) (day) (year)

R.R.O. 1980, Reg. 942, Form 20.

Form 21

Vital Statistics Act

STATUTORY DECLARATION IN SUPPORT OF AN APPLICATION FOR REGISTRATION OF A DEATH NOT REGISTERED
WITHIN ONE YEAR OF THE DAY OF THE DEATH

Province

of

State

In the matter of an application for registration of
a death not registered within one year of the day
of the death.I,

(print given names)

(print surname)of the of in the County of
District of

SOLEMNLY DECLARE THAT:

1. I make this statutory declaration in support of an application for registration of the death of

(print surname)

[illegible]

(print given names)

2. The information contained in the attached statement of death is true and correct.

3. I am
(state relationship to deceased, if any)

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the

in the of

this day of, 19.....

A Commissioner, etc.

.....
(signature of applicant)

R.R.O. 1980, Reg. 942, Form 21.

Form 22

Vital Statistics Act

LOCAL REGISTRAR'S STATEMENT OF A FINAL DECREE OF DIVORCE

PLAINTIFF	DEFENDANT SPOUSE
(print name in full, surname preceding)	(print name in full, surname preceding)
(address)	(address)
(occupation)	(occupation)

1. Date of marriage
(month by name) (day) (year)
2. Place of marriage
3. Name and status of female spouse before marriage
4. Place of issue of claim or notice
5. Date of issue of claim or notice Writ No.....
(month by name) (day) (year)
6. Date of final decree
(month by name) (day) (year)

This is a statement of a final decree of divorce entered by me in the Ontario Court (General Division).

(signature of local registrar of the Ontario Court (General Division))

(place)

(month by name) (day) (year)

R.R.O. 1980, Reg. 942, Form 22, revised.

Form 23

Vital Statistics Act

STATUTORY DECLARATION BY AN APPLICANT TO CORRECT
AN ERROR IN REGISTRATION

Province)
) of
 State)

In the matter of the correction of an error in the registration

of the of
 (birth, still-birth, marriage or death)

.....
 (surname)

.....
 (given names)

under subsection 34 (3) of the Act.

I,
 (name of applicant in full)

of the of in the County
 District of

SOLEMNLY DECLARE THAT:

1. I am the applicant for correction of an error in registration of the
 of the first-named person. (birth, still-birth, marriage or death)
2. The particulars of registration in the files of the Registrar General at Toronto, Ontario, are as follows:

3. The error in the particulars of registration is:

I request the Registrar General to correct the error.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the
 in the of
 this day of , 19.....

 A Commissioner, etc.

.....
 (signature of applicant)

R.R.O. 1980, Reg. 942, Form 23.

Form 25*Vital Statistics Act***CHANGE OF NAME**

From:

To:

Date of Birth

Birthplace

Date of Registration

Issued At

Sex

Registration Number

Deputy Registrar General

Registrar General

O. Reg. 657/90, s. 7, *part.***Form 26***Vital Statistics Act***CHANGE OF NAME**

Birthplace

From: To: Birthplace:

.....

.....

Date of Registration

Registration Number

Deputy Registrar General

Registrar General

O. Reg. 657/90, s. 7, *part.***Form 27***Vital Statistics Act***CERTIFICATE AS TO REGISTRATIONS RECEIVED FROM A DIVISION REGISTRAR**

I acknowledge receipt of your statements for the period commencing the day of, 19....., and ending the day of, 19.....

I certify that during this period the number of registrations of births, deaths and still-births complete and satisfactory and transmitted to me was as follows:

Births

Deaths

Still-births

--	--	--

Registration division

Number of division

Name of division registrar

Post office address

.....
(signature of Registrar General)

R.R.O. 1980, Reg. 942, Form 26.

Form 28*Vital Statistics Act***BIRTH CERTIFICATE**

No.....

Name

Date of birth

Birthplace

Sex Registration
(date) (number)

Other Information

Issued at Toronto, Ontario, Canada, the day of, 19.....

.....
Registrar General

O. Reg. 539/83, s. 2.

Form 29-Formule 29*Vital Statistics Act-Loi sur les statistiques de l'état civil***CERTIFICATE OF BIRTH
CERTIFICAT DE NAISSANCE**

Name-Nom

Date of birth-Date de naissance

Sex-Sexe

Registration Number-Numéro d'enregistrement

Birthplace-Lieu de naissance

Date of registration-Date d'enregistrement

Name of father-Nom du père

Name of mother-Nom de jeune fille de la mère

Birthplace of father-Lieu de naissance du père

Birthplace of mother-Lieu de naissance de la mère

Issued at-Délivré à Toronto, Ontario, Canada

Certificate No.-N° du certificat

.....
(Deputy Registrar General)
(Registraire général adjoint
de l'état civil).....
Certified extract from birth registration
Extrait certifié conforme de l'enregistrement de naissance.....
(Registrar General)
(Registraire général
de l'état civil)

O. Reg. 384/86, s. 23 (3), revised.

Form 30

Vital Statistics Act

MARRIAGE CERTIFICATE

No.....

Name of bridegroom

Birthplace

Name of bride

Birthplace

Date of marriage

Place of marriage

Date of registration Registration No.

Issued at Toronto, Ontario, Canada, the day of, 19.....

Registrar General

R.R.O. 1980, Reg. 942, Form 28.

Form 31

Vital Statistics Act

DEATH CERTIFICATE

No.....

Name of deceased

Date of death

(month by name) (day) (year)

Sex

(male or female)

Marital status Age

(single, married, widowed or divorced)

Age

Place of death

Date of registration

(month by name) (day) (year)

Registration number

Issued at Toronto, Ontario, Canada, the day of, 19.....

.....
Registrar General

R.R.O. 1980, Reg. 942, Form 29.

Form 32

Vital Statistics Act

OATH OF SECRECY

I.

[illegible]

(given names)

[illegible]

solemnly swear (or affirm) that I will hold secret and will not disclose to any person any information given me from the records in the Registrar General's office or in any division Registrar's office or obtained from those records by reason of my access thereto except information required in the performance of the duties of my office or information required by a court of law for the purposes of an action, prosecution or other proceeding.

SWORN (or AFFIRMED) before me at the

of in the

of _____, this _____ day of _____, 19____.

(signature of applicant)

A Commissioner, etc.

R.R.O. 1980, Reg. 942, Form 30; O. Reg. 384/86, s. 23 (4).



Ontario

Office of the
Registrar
General

**Bureau du
registraire
général de
l'état civil**

Form 33/Formule 33

Vital Statistics Act
Loi sur les statistiques de l'état civil

**STATUTORY DECLARATION BY ONE PARENT OR A THIRD PARTY /
DÉCLARATION SOLENNELLE DU PÈRE, DE LA MÈRE OU D'UN TIERS**
(Subsections 9 (4), (5), (11) of the Act) / (paragraphe 9 (4), (5), (11) de la Loi)

IN THE MATTER OF THE BIRTH REGISTRATION OF:
DANS L'AFFAIRE DE L'ENREGISTREMENT DE LA NAISSANCE DE :

.....
registered name of child

nom enregistré de l'enfant

who was born on
né(e) le

at
à/au

date

place

lieu

to
Enfant de :

name(s) of parent(s) recorded
on the birth registration

nom du père/de la mère figurant sur
l'enregistrement de la naissance

**I,
Je soussigné(e),**

of,
de/du

name of person
making declaration

nom de la personne
qui fait la déclaration

complete mailing
address

adresse postale
au complet

declare that:
déclare ce qui suit :

1.a I am the
Je suis la/le

of the child.
.. de l'enfant.

mother/father mère/père

to be
completed
by parent

à être rempli
par le
père ou la
mère

1.b The other parent is incapable for the following reasons:
Le père/la mère est empêché(e) d'agir pour les raisons suivantes :

OR

OU

declare that: I am not a parent of the child.
déclare ce qui suit : Je ne suis ni le père ni la mère de l'enfant.

to be
completed
by third
party

à être rempli
par un
tiers

2.a I am (clearly indicate relationship, and if none explain involvement):
Je suis (indiquer clairement le lien de parenté. En l'absence de
lien, expliquer votre rôle) :

complete 2.a
and either
2.b or 2.c

remplir
2.a et soit
2.b ou 2.c

2.b Both parents are incapable for the following reasons:
Le père et la mère sont tous les deux empêchés d'agir
pour les raisons suivantes :

2.c The father of the child is unacknowledged by or unknown to the mother, and the mother is incapable for the following reasons:
La mère ne connaît pas le père de l'enfant ou ne le reconnaît pas. La mère est empêchée d'agir pour les raisons suivantes :

I make this solemn declaration conscientiously believing it to be true,
and knowing that it is of the same force and effect as if made under
oath.

Je fais la présente déclaration solennelle en la croyant véridique en
toute conscience, sachant qu'elle a la même force et le même effet que
si elle était faite sous serment.

Declared before me at
déclaré devant moi à

in the of
dans le/la de

this day of
le 19.....

Signature of person
making declaration

Signature de la personne
qui fait la déclaration

(A Commissioner for taking affidavits, etc.
Commissaire aux affidavits, etc.)

NOTE: This form must accompany Form 2 or Form 34 where applicable. It is not required if the mother registers the child's birth without naming the father on the birth registration.
"Incapable" means unable, because of illness or death, to make a statement.

REMARQUE : La présente formule doit accompagner la formule 2 ou la formule 34, s'il y a lieu. Elle n'est pas nécessaire si la mère enregistre la naissance de l'enfant sans indiquer le nom du père sur l'enregistrement de la naissance.
L'expression «empêché d'agir» signifie incapable, pour cause de maladie ou de décès, de faire une déclaration.

O. Reg. 384/86, s. 23 (5), part, revised.



Ontario

Office of the
Registrar
General

Bureau du
registraire
général de
l'état civil

Form 34/Formule 34

Vital Statistics Act
Loi sur les statistiques de l'état civil

APPLICATION TO AMEND BIRTH REGISTRATION /
DEMANDE DE MODIFICATION DE L'ENREGISTREMENT D'UNE NAISSANCE
(Subsection 9 (9) of the Act) / (paragraphe 9 (9) de la Loi)

1. IN THE MATTER OF THE BIRTH REGISTRATION OF:
DANS L'AFFAIRE DE L'ENREGISTREMENT DE LA NAISSANCE DE :

registered name of child

nom enregistré de l'enfant

who was born on
né(e) le

at
à/au

date

place

lieu

to
Enfant de :

name(s) of parent(s) recorded
on the birth registration

nom du père/de la mère figurant
sur l'enregistrement de la naissance

I/We hereby apply to amend the Birth Registration to include the particulars set out below. (Complete paragraph 2 or 3, or both, as applicable).

Je(Nous) demande(demandons), par la présente, que l'enregistrement de la naissance soit modifié afin de comprendre les renseignements figurant ci-dessous. (Remplir la rubrique 2 ou 3 ou les deux, s'il y a lieu).

2. I, am the mother of the child
Je soussignée, , suis la mère de l'enfant
name nom
referred to in paragraph 1.
mentionné à la rubrique 1.

My surname is
Mon nom de famille est :

My forename(s) is/are
Mon(Mes) prénom(s) est(sont) :

My former surname(s) was/were
Mon(Mes) ancien(s) nom(s) de famille est(sont) :

My date and place of birth are
Mes date et lieu de naissance sont :

3. I, am the father of the child
Je soussigné, , suis le père de l'enfant
name nom
referred to in paragraph 1.
mentionné à la rubrique 1.

My surname is
Mon nom de famille est :

My forname(s) is/are
Mon(Mes) prénom(s) est(sont) :

My former surname(s) was/were
Mon(Mes) ancien(s) nom(s) de famille est(sont) :

My date and place of birth are
Mes date et lieu de naissance sont :

I/WE certify the foregoing to be true and correct to the best of
my/our knowledge and belief.

J'atteste(Nous attestons) que les renseignements indiqués ci-dessus
sont exacts et fidèles au mieux de ma (notre) connaissance et de ce que
je crois (nous croyons) vrai.

signature of mother signature de la mère

date

signature of father signature du père

date

NOTE: Where particulars of both parents are to be added, both
parents must sign this application. If one parent applies alone because
the other is incapable, a statutory declaration in Form 33 must be
attached.

REMARQUE : Si les renseignements à ajouter concernent le père et la
mère, tous deux doivent signer la présente demande. Si l'un d'eux
seulement fait la demande parce que l'autre est empêchée d'agir, une
déclaration solennelle sur la formule 33 doit être annexée.

NOTE: A PERSON WHO WILFULLY MAKES A FALSE
STATEMENT UNDER THE VITAL STATISTICS ACT MAY, ON
CONVICTION, BE FINED UP TO \$2,000 OR IMPRISONED UP TO
SIX MONTHS OR BOTH.

REMARQUE : QUICONQUE, SCIEMMENT, FAIT UNE FAUSSE
DÉCLARATION AUX TERMES DE LA LOI SUR LES
STATISTIQUES DE L'ÉTAT CIVIL EST PASSIBLE, SUR
DÉCLARATION DE CULPABILITÉ, D'UNE AMENDE D'AU PLUS
2 000 \$ ET D'UNE PEINE D'EMPRISONNEMENT D'AU PLUS SIX
MOIS, OU D'UNE SEULE DE CES PEINES.

"For the purpose of this form surname means last name or family
name."

O. Reg. 384/86, s. 23 (5), part, revised.

Form 35

Vital Statistics Act



Ontario

Ministry of
Consumer and
Commercial
RelationsMinistère de la
Consommation
et du
CommerceRegistration
Division

Division des
EnregistrementsOffice of the
Registrar General

Bureau du
registraire général
de l'état civilELECTION TO CHANGE NAME OF A CHILD UNDER THE AGE OF TWELVE
(Section 14 of the Act)

STATUTORY DECLARATION

IN THE MATTER OF THE BIRTH REGISTRATION OF

.....
registered name of child

who was born on

at

date

place

to

name(s) of parent(s) recorded on the birth registration

I,

and I,

present name

present name

..... of the child
state relationship..... of the child
state relationship

DECLARE AS FOLLOWS:

I/WE have lawful custody of the child named above and make this election to change the child's (check one or both)

☐ surname(s) ☐ forename(s)

I/WE hereby request that the child's name be registered as:

surname(s)

forename(s)

☐ This surname represents a name or former name(s) used, before the child's birth, by one or both parents.

or

☐ This surname is consistent with the provisions of Subsection 10 (5) of the *Vital Statistics Act*.☐ All existing birth certificates are being returned, for permanent filing, with this declaration.☐ I alone have lawful custody. ☐ We share lawful custody.

(The following is to be completed if a person who is not named as a parent on the birth registration makes this declaration, or if only one of the parents named on the birth registration does so.)

☐ No other person has lawful custody of the child. ☐ No court order or separation agreement prohibits this change of name.☐ Notice of this election has been given to all persons lawfully entitled to access to the child.☐ No person is entitled to notice of this election.

SEE NOTE BELOW

I/WE MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS
OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH.

Declared before me at
 of
 in the
 day of
 this
 A Commissioner for taking affidavits, etc.

"For the purpose of this form, surname means last name or family name."

Note: "If notice of this election is given to a person lawfully entitled to access to the child, you must provide to the Registrar General,

- (a) an acknowledgement of notice (Form 37) signed by the person entitled to notice; or
- (b) evidence that at least twenty-one days have passed since sending notice of election and a copy of this election by registered or certified mail to the last known address of the person entitled to notice."

Formule 35

Loi sur les statistiques de l'état civil



Ontario

Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Registration
Division

Division des
Enregistrements

Office of the
Registrar General

Bureau du
registraire général
de l'état civil

DÉCISION DE CHANGER LE NOM D'UN ENFANT DE MOINS DE DOUZE ANS (article 14 de la Loi)

DÉCLARATION SOLENNELLE

DANS L'AFFAIRE DE L'ENREGISTREMENT DE LA NAISSANCE DE

nom enregistré de l'enfant

né(e) le à/au

date lieu

Enfant de :

nom du père/de la mère figurant sur l'enregistrement de la naissance

Je soussigné(e),
nom actuel

et

Je soussigné(e),
nom actuel

..... de cet enfant
préciser le lien de parenté

..... de cet enfant
préciser le lien de parenté

DÉCLARE (DÉCLARONS) CE QUI SUIT :

J'ai (Nous avons) la garde légitime de l'enfant et je prends (nous prenons) la décision de changer, son/ses : (cocher la ou les cases)

☐ nom(s) de famille ☐ prénom(s)

Je demande (Nous demandons) par la présente que le nom de l'enfant soit enregistré comme suit :

nom(s) prénom(s)

- ☐ Ce nom de famille représente le(s) nom(s) ou l'ancien (les anciens) nom(s) utilisé(s), avant la naissance de l'enfant, par le père ou la mère, ou les deux.
- ou
- ☐ Ce nom de famille est compatible avec le paragraphe 10 (5) de la *Loi sur les statistiques de l'état civil*.
- ☐ Tous les certificats de naissance existants sont annexés à la présente déclaration, à des fins de dépôt permanent.
- ☐ Je suis le seul/la seule à avoir la garde légitime de l'enfant. ☐ Nous partageons la garde légitime de l'enfant.

(La partie suivante est remplie si une personne dont le nom ne figure pas sur l'enregistrement de la naissance de l'enfant à titre de père ou de mère fait la présente déclaration ou si, lorsque le nom du père et celui de la mère figurent sur l'enregistrement de la naissance de l'enfant, un seul des deux fait la déclaration.)

- ☐ Aucune autre personne n'a la garde légitime de l'enfant. ☐ Aucune ordonnance du tribunal ou aucun accord de séparation n'interdit ce changement.

☐ Avis de la décision a été donné à chaque personne qui a un droit de visite.

☐ Personne n'a le droit de recevoir un avis de la décision.

VOIR LA REMARQUE CI-APRÈS

JE FAIS (NOUS FAISONS) LA PRÉSENTE DÉCLARATION SOLENNELLE EN LA CROYANT VÉRIDIQUE EN TOUTE CONSCIENCE, SACHANT QU'ELLE A LA MÊME FORCE ET LE MÊME EFFET QUE SI ELLE ÉTAIT FAITE SOUS SERMENT.

Déclaré devant moi à
 dans le/la de
 le 19.....

 Commissaire aux affidavits, etc.

signature de la personne qui fait la déclaration

signature de la personne qui fait la déclaration

Remarque : «Si un avis de décision est donné à une personne ayant un droit de visite, vous devez fournir au registraire général de l'état civil :

- a) soit un accusé de réception de l'avis (formule 37) signé par la personne ayant le droit de recevoir ledit avis;
- b) soit une preuve qu'au moins vingt et un jours se sont écoulés depuis l'envoi de l'avis de décision et d'une copie du présent document par courrier recommandé ou certifié à la dernière adresse connue de la personne ayant droit à l'avis.»

O. Reg. 657/90, s. 8, revised.



Office of the
Registrar
General

Ontario

Bureau du
registraire
général de
l'état civil

Form 36/Formule 36

Vital Statistics Act
Loi sur les statistiques de l'état civil

NOTICE OF ELECTION/AVIS DE DÉCISION
(Subsection 14 (3) of the Act)/(paragraphe 14 (3) de la Loi)

Notice is hereby given to

Avis est par les présentes donné à
 full name of person entitled to access
 nom et prénom de la personne qui a un droit de visite

of an election under section 14 of the *Vital Statistics Act* to change the name of
 de la décision, prise en vertu de l'article 14 de la *Loi sur les statistiques de l'état civil*, de changer le nom de

registered name of child nom enregistré de l'enfant

to
 pour celui de
 proposed name nom proposé

signature of person making election
 signature de la personne qui prend la décision

date signed date de la signature

O. Reg. 384/86, s. 23 (5), part.



Office of the
Registrar
General

Bureau du
registraire
général de
l'état civil

Form 37/Formule 37

Vital Statistics Act
Loi sur les statistiques de l'état civil

ACKNOWLEDGMENT OF NOTICE/ACCUSÉ DE RÉCEPTION DE L'AVIS
(Subsection 14 (5) of the Act)/(paragraphe 14 (5) de la Loi)

I,
Je soussigné(e),
name nom
of
de/du
complete mailing address adresse postale au complet

HEREBY ACKNOWLEDGE RECEIPT OF NOTICE of the election of
ACCUSE(ACCUSONS) RÉCEPTION DE L'AVIS de la décision envoyé par

..... to change the
aux fins du changement du
full name of person nom et prénoms de la personne
making election qui prend la décision
name of born on
nom de né(e) le
name of child nom de l'enfant date
at to
à/au pour celui de
place lieu proposed name nom proposé

signature
date signed date de la signature

NOTE

1. This is neither a consent to the election nor an objection to it, but only an acknowledgment that notice was received.
2. Whether or not this acknowledgment is signed, the Registrar General may proceed with the change if the Registrar General is satisfied that notice was sent by registered or certified mail to each person entitled to notice.

REMARQUE :

1. La présente formule ne constitue qu'un accusé de réception de l'avis, et non un consentement ou une opposition à la décision.
2. Que le présent accusé de réception soit signé ou non, le registraire général de l'état civil peut procéder au changement s'il est convaincu que l'avis a été envoyé par courrier recommandé ou poste certifiée à chaque personne qui a le droit de le recevoir.

O. Reg. 384/86, s. 23 (5), part, revised.



Office of the
Registrar
General

Bureau du
registraire
général de
l'état civil

Form 38/Formule 38

Vital Statistics Act
Loi sur les statistiques de l'état civil

ELECTION TO ADD FORENAME TO BIRTH REGISTRATION/
DÉCISION D'AJOUTER UN PRÉNOM À L'ENREGISTREMENT DE LA NAISSANCE
(Section 15 of the Act)/(article 15 de la Loi)

IN THE MATTER OF THE BIRTH REGISTRATION OF
DANS L'AFFAIRE DE L'ENREGISTREMENT DE LA NAISSANCE DE

.....
registered name of child nom enregistré de l'enfant

who was born on at
né(e) le à/au

.....
date place lieu

to
Enfant de :

.....
name(s) of parent(s) recorded nom du père/de la mère figurant
on the birth registration sur l'enregistrement de la naissance

I elect to add the following forename(s) to the birth registration:
Je prends la décision d'ajouter le(s) prénom(s) suivant(s) à l'enregistrement de la naissance :

☐ I am over the age of 18 years and I am
the person named above.

OR

☐ J'ai 18 ans ou plus et je suis la personne
susmentionnée.

OU

☐ I have lawful custody of the child.

I certify the foregoing to be true and correct
to the best of my knowledge and belief.

☐ J'ai la garde légitime de l'enfant.

Je certifie que les renseignements indiqués ci-dessus
sont exacts et fidèles au mieux de ma connaissance et de ce que je
crois vrai.

.....
Signature of person making election

.....
Signature de la personne qui prend la décision

I am the child named above and I am over the age of 12 years but
under the age of 18, and I consent to this election.

Je suis l'enfant nommé(e) ci-dessus. J'ai plus de 12 ans mais moins de
18 ans. Je donne mon consentement à cette décision.


.....
Signature

NOTE: A PERSON WHO WILFULLY MAKES A FALSE
STATEMENT UNDER THE VITAL STATISTICS ACT MAY, ON
CONVICTION, BE FINED UP TO \$2,000 OR IMPRISONED UP TO
SIX MONTHS OR BOTH.

REMARQUE : QUICONQUE, SCIEMMENT, FAIT UNE FAUSSE
DÉCLARATION AUX TERMES DE LA LOI SUR LES
STATISTIQUES DE L'ÉTAT CIVIL EST PASSIBLE, SUR
DÉCLARATION DE CULPABILITÉ, D'UNE AMENDE D'AU PLUS
2 000 \$ ET D'UNE PEINE D'EMPRISONNEMENT D'AU PLUS SIX
MOIS, OU D'UNE SEULE DE CES PEINES.

"For the purpose of this form, surname means last name or family name."

O. Reg. 384/86, s. 23 (7), revised.

	
PROVINCE OF ONTARIO FORM 39 VITAL STATISTICS ACT STATEMENT RESPECTING PARTICULARS OF BIRTH	
THE FOLLOWING PARTICULARS RESPECTING THE BIRTH OF ARE ON FILE IN THE	
OFFICE OF THE REGISTRAR GENERAL OF ONTARIO:	
NAME IN FULL:
DATE OF BIRTH:
PLACE OF BIRTH:
FILE No.
DATED AT TORONTO, ONTARIO, CANADA, THIS DAY
OF 19.....
DEPUTY REGISTRAR GENERAL	
NOTE: THIS STATEMENT IS NOT A BIRTH CERTIFICATE.	



OFFICE OF THE REGISTRAR GENERAL

Form 40

Vital Statistics Act

APPLICATION FOR CHANGE OF SEX DESIGNATION
ON BIRTH REGISTRATION

1. I,
(forenames) (surname)

having undergone transsexual surgery on the following date(s)

.....

at
(name and address of institution)

.....

do hereby make application to change the sex designation on my birth registration from

..... to

2. The particulars of my birth are:

(a) Date of Birth:

(b) Place of Birth:
(city, town or village) (hospital)

(c) Full maiden name of Mother:

(d) Full name of Father:

3. The Medical Certificates of Dr.

of who performed the transsexual surgery,
(address)

and Dr. of
(address)

..... who examined me subsequent to the transsexual surgery are attached.

Signature:

Address:

.....

Date:

Postal Code:

O. Reg. 384/86, s. 23 (9), part.



OFFICE OF THE REGISTRAR GENERAL

Form 41

Vital Statistics Act

MEDICAL CERTIFICATE TO SUBSTANTIATE TRANSSEXUAL
SURGERY WAS PERFORMED

I, hereby certify
(please print)

1. THAT I am a physician qualified and licensed to practice medicine in Canada.

Form 43

Vital Statistics Act

EXTRACT OF INFORMATION FROM ORIGINAL BIRTH REGISTRATION

The following particulars with respect to
 (name of adopted person)

and and
 (name and relationship to adopted person) (name and relationship to adopted person)

who are persons who, according to the Registrar of Adoption Information under the *Child and Family Services Act*, are entitled to disclosure of information under section 167 of the said Act, are particulars that relate to the birth of and are on file in the
 (name of adopted person)

Office of the Registrar General of Ontario:

1. Adopted person—

name at birth
 place of birth
 date of birth
 sex

2. Biological father—

name
 place of birth
 age
 address

3. Biological mother—

name
 place of birth
 age
 address

4. Date of certification of original birth registration

.....

5. Date of registration of birth

6. Other information that was requested on the original registration of birth, other than information with respect to a person who is not entitled to disclosure of information under section 167 of the *Child and Family Services Act*,

.....

.....
 Deputy Registrar General

Dated at Toronto, this day of, 19.....

NOTE: The information shown on this extract is the information shown on the original registration of birth and does not show any changes that have occurred since the making of the original registration.

Formule 43

*Loi sur les statistiques de l'état civil*EXTRAIT DE RENSEIGNEMENTS FIGURANT SUR
L'ENREGISTREMENT INITIAL DE LA NAISSANCE

Les détails suivants concernant
(nom de la personne adoptée)

et
(nom et lien avec la personne adoptée)

et qui,
(nom et lien avec la personne adoptée)

selon le registraire des renseignements sur les adoptions nommé en vertu de la *Loi sur les services à l'enfance et à la famille*, ont le droit à la divulgation de renseignements en vertu de l'article 167 de cette Loi,

ont trait à la naissance de
(nom de la personne adoptée)

et sont conservés au bureau du registraire général de l'état civil de l'Ontario :

1. Personne adoptée—

nom à la naissance

lieu de naissance

date de naissance

sexe

2. Père biologique—

nom

lieu de naissance

âge

adresse

3. Mère biologique—

nom

lieu de naissance

âge

adresse

4. Date de certification de l'enregistrement initial de la naissance

.....

5. Date d'enregistrement de la naissance

6. Autres renseignements requis sur l'enregistrement initial de la naissance, à l'exclusion des renseignements concernant une personne qui n'a pas droit à la divulgation des renseignements aux termes de l'article 167 de la *Loi sur les services à l'enfance et à la famille*

.....

.....

.....

.....
Registraire général adjoint de l'état civil

Fait à Toronto, le 19.....

REMARQUE : Les renseignements figurant au présent extrait sont ceux qui figurent sur l'enregistrement initial de la naissance. Ils ne reflètent donc pas les changements qui se sont produits depuis la rédaction de l'enregistrement initial de la naissance.

O. Reg. 402/87, s. 2, revised.

Vocational Rehabilitation Services Act *Loi sur les services de réadaptation professionnelle*

REGULATION 1095

GENERAL

1.—(1) In this Regulation,

“approved organization” means an organization approved by the Lieutenant Governor in Council under section 3 of the Act and listed in Schedule 1;

“approved workshop” means a workshop approved under section 4 of the Act and listed in Schedule 2;

“architect” means a person who is licensed or who holds a certificate of practice or a temporary licence under the *Architects Act*;

“fiscal year” of a corporation means the period designated by the Minister as the fiscal year of the corporation;

“licensed public accountant” means a public accountant licensed under the *Public Accountancy Act*;

“living expenses” means expenses of a continuing nature, determined by the Director, including expenses for food, clothing, shelter, utilities, household sundries, household maintenance, medical and dental services and life insurance premiums;

“professional engineer” means a person who holds a licence or a temporary licence under the *Professional Engineers Act*;

“provincial officer” means an employee of the Ministry of Community and Social Services who is a field worker, a rehabilitation counsellor or a regional administrator or any other employee or class of employee of that Ministry approved by the Minister;

“training program” means a vocational rehabilitation program approved under Schedule 3 of the Vocational Rehabilitation of Disabled Persons Agreement made under the *Vocational Rehabilitation of Disabled Persons Act* (Canada). R.R.O. 1980, Reg. 943, s. 1 (1); O. Reg. 215/84, s. 1, revised.

(2) For the purpose of the definition of “disabled person” in section 1 of the Act, “substantially gainful occupation” means the continued pursuance at an optimum capacity of,

- (a) employment in the competitive labour market;
- (b) the practice of a profession;
- (c) self employment;
- (d) housekeeping and homemaking;
- (e) farm work, including farm work where payment is in kind rather than in money; or
- (f) sheltered employment, home industries and other home-bound work of a financially remunerative nature. R.R.O. 1980, Reg. 943, s. 1 (2).

PART I MAINTENANCE PAYMENTS

2. Where the Director is of the opinion that a disabled person eligible for vocational rehabilitation services,

(a) is required to be temporarily absent from or to change his or her place of residence; and

(b) requires financial assistance,

in order to take full advantage of the vocational rehabilitation services, the amount payable to the disabled person, shall be equal to the cost of,

(c) his or her travel, accommodation and meals; and

(d) travel, accommodation and meals of any guide or escort considered necessary for the disabled person by the Director,

resulting from his or her temporary absence or change of residence. R.R.O. 1980, Reg. 943, s. 2.

3. Where because of an emergency a disabled person who is eligible for vocational rehabilitation services requires financial aid, an amount determined by the Director may be paid in advance for his living expenses for a period of not more than one month and may be in addition to the amount of any allowance payable to him or her under the *Family Benefits Act* but in no case shall the amount paid exceed the amount of any allowance payable under the *Family Benefits Act*. R.R.O. 1980, Reg. 943, s. 3.

4.—(1) Where a disabled person dies, any amounts payable to him or her under sections 2 and 3 may be paid to the end of the month in which he or she died.

(2) In the case of a disabled person,

(a) for whom a committee or trustee is acting; or

(b) who, in the opinion of the Director, is incapable of handling his or her affairs,

the Director may appoint a person or organization to act for the disabled person and the amounts payable under sections 2 and 3 may be paid for the benefit of the disabled person to the committee or to the person or organization so appointed.

(3) A person or organization acting for a disabled person under subsection (2) is not entitled to any fee or other compensation or reward or to any reimbursement for any costs or expenses incurred. R.R.O. 1980, Reg. 943, s. 4.

5. A disabled person receiving vocational rehabilitation services and any of his or her dependants are entitled without cost to receive services in accordance with the *Health Insurance Act*, and the regulations thereunder. R.R.O. 1980, Reg. 943, s. 5.

PART II ELIGIBILITY FOR VOCATIONAL REHABILITATION SERVICES

6. In this Part,

“basic education” means a type of educational program that may be provided by a school board or by the Ministry of Education and that is eligible for funding under the *Education Act*; and

“learning disability” means a disorder in one or more of the processes involved in understanding or using symbols or spoken language that results in a significant discrepancy between academic

achievement and assessed intellectual ability with a deficit in at least one of the areas of,

- (a) receptive language,
- (b) language processing,
- (c) expressive language,
- (d) quantitative reasoning,
- (e) spatial orientation, or
- (f) spatial perception,

but does not include a learning problem that is primarily the result of,

- (g) a visual, hearing or motor handicap,
 - (h) mental retardation,
 - (i) an emotional disturbance, or
 - (j) an environmental, cultural or economic disadvantage.
- O. Reg. 635/81, s. 1, *part*.

7.—(1) The following classes of disabled persons are prescribed to be the only classes of disabled persons who are eligible for the vocational rehabilitation services set out in subsection (2) with respect to enrolment in a program at a university or college of applied arts and technology or a program that is equivalent to a program at a university or college of applied arts and technology that is more than 60 per cent of a full course load that leads to the granting of a degree or diploma and that is a service, the nature of which has been approved by the Director under section 8 of the Act:

1. A disabled person who applied to the Director in Form 1 for vocational rehabilitation services prior to the 1st day of July, 1985.
2. A disabled person who is enrolled in an educational program outside of Ontario where there is no educational program in Ontario that is suitable to meet the person's vocational needs.
3. A disabled person who has exhausted his or her grant eligibility periods under Regulation 775 of Revised Regulations of Ontario, 1990 (Ontario Study Grant Plan).
4. A disabled person who is unable to obtain assistance under Regulation 773 of Revised Regulations of Ontario, 1990 (Ontario Special Bursary Program), Regulation 774 of Revised Regulations of Ontario, 1990 (Ontario Student Loans) or Regulation 775 of Revised Regulations of Ontario, 1990 (Ontario Study Grant Plan) because the person has defaulted on the repayment of a loan and the default is related to the person's disability.
5. A disabled person who has applied for assistance under Regulation 773 of Revised Regulations of Ontario, 1990 (Ontario Special Bursary Program), Regulation 774 of Revised Regulations of Ontario, 1990 (Ontario Student Loans) or Regulation 775 of Revised Regulations of Ontario, 1990 (Ontario Study Grant Plan) and is only able to obtain assistance under Regulation 774 of Revised Regulations of Ontario, 1990 because the person has defaulted on the repayment of a loan, the default is related to the person's disability and a refusal to provide services under section 8 of the Act would create undue hardship for the disabled person.

(2) The payment of the cost of,

- (a) tuition;

(b) books and supplies; and

(c) ordinary transportation,

that relates to enrolment in the program are the vocational rehabilitation services referred to in subsection (1). O. Reg. 230/88, s. 1.

8.—(1) A disabled person shall not be eligible for any goods or services included in the rehabilitation program under section 5 of the Act, if,

- (a) goods or services are available to him or her under the *Workers' Compensation Act*, or the *Veterans Rehabilitation Act* (Canada);
- (b) goods or services are available to him or her under the *Education Act*;
- (c) he or she is under the age of sixteen years;
- (d) he or she is sixteen years of age or over and applies for basic education; or
- (e) he or she is receiving basic education from a school board or from the Ministry of Education and applies for additional goods or services. O. Reg. 635/81, s. 1, *part*; O. Reg. 230/88, s. 2 (1).

(2) Clause (1) (e) does not apply where the additional goods and services are to be provided during or subsequent to the final year the disabled person receives basic education. O. Reg. 467/84, s. 1 (1).

9.—(1) An application for vocational rehabilitation services shall be,

- (a) in Form 1;
- (b) supported by a report of a legally qualified medical practitioner in Form 2 except where the application is for basic education submitted by a person who has a learning disability. O. Reg. 635/81, s. 1, *part*; O. Reg. 626/84, s. 1 (1); O. Reg. 140/85, s. 1 (1).

(2) A report of a legally qualified medical practitioner in Form 4 of Regulation 366 of Revised Regulations of Ontario, 1990 or Form 4 of Regulation 537 of Revised Regulations of Ontario, 1990 shall be deemed to be a report of a legally qualified medical practitioner required under clause (1) (b). O. Reg. 140/85, s. 1 (2).

(3) Where an application is submitted for basic education by a disabled person who has a learning disability, the application shall be supported by,

- (a) a written statement from the local school board in the area in which the applicant resides stating that the board cannot provide, either directly or through a purchase of service from another school board and without payment of fees by parents or guardians resident in Ontario, an education program that meets the applicant's educational needs;
- (b) an educational assessment and a recommendation respecting the kind of educational program that will meet the applicant's needs prepared by the local school board; and
- (c) a written assessment prepared on behalf of a school board by a person who is registered under the *Psychologists Registration Act* that the applicant has a learning disability. O. Reg. 635/81, s. 1, *part*; O. Reg. 467/84, s. 2.

(4) A provincial officer or a person approved by the Director shall fill out and complete an application in Form 1 in the presence of the applicant and the applicant shall sign the application in the presence of the provincial officer or the person approved by the Director.

(5) No provincial officer or person approved by the Director shall

charge any fee to, or receive any remuneration from or on behalf of, any applicant for completing an application in Form 1.

(6) The provincial officer or the person approved by the Director shall, immediately upon completion of the application in Form 1, send it to the Director.

(7) Where, because of physical or mental impairment, an applicant is unable to make an application in Form 1 in person, the application may be made and signed by some other person on his or her behalf. O. Reg. 635/81, s. 1, *part*.

(8) No payment shall be made for goods or services received prior to the date of completion of Form 1 except that payment may be made to a physician respecting his or her fee in completing Form 2. O. Reg. 626/84, s. 1 (2).

ADDITIONAL DUTIES OF DIRECTOR

10.—(1) The Director shall review at regular intervals the eligibility for vocational rehabilitation services of each disabled person receiving vocational rehabilitation services.

(2) The Director may require a disabled person receiving vocational rehabilitation services to,

- (a) undergo such periodic examinations by duly qualified medical practitioners as the Director requires; and
- (b) provide such information from time to time as the Director considers necessary.

(3) The Director may from time to time rescind or amend any determination or direction previously made by him or her so that the amount or nature of any vocational rehabilitation service being provided will conform to any changes in circumstances of the disabled person receiving the vocational rehabilitation services. R.R.O. 1980, Reg. 943, s. 10.

SUSPENSION OR CANCELLATION OF VOCATIONAL REHABILITATION SERVICES

11. The Director may suspend or cancel the vocational rehabilitation services being provided for a disabled person where, in the opinion of the Director, the disabled person,

- (a) fails to comply with any of the provisions of the Act or this Regulation;
- (b) fails to avail himself or herself of the vocational rehabilitation services authorized;
- (c) is not benefiting from the vocational rehabilitation services being provided; or
- (d) is not making satisfactory progress towards rehabilitation. R.R.O. 1980, Reg. 943, s. 11.

PART III CAPITAL GRANTS AND OPERATING GRANTS TO ORGANIZATIONS FOR WORKSHOPS

12. The organizations designated in Schedule 1 are approved under section 3 of the Act. R.R.O. 1980, Reg. 943, s. 12.

13. The workshops designated in Schedule 2 are approved under section 4 of the Act. R.R.O. 1980, Reg. 943, s. 13.

14. It is a term and condition of a payment of a grant under the Act that the premises used or to be used as a workshop approved under section 4 of the Act comply with,

- (a) the laws affecting the health of inhabitants of the municipality in which the workshop is located;

(b) any rule, regulation, direction or order of the board of health and any direction or order of the medical officer of health;

(c) any by-laws of the municipality in which the workshop is located or other law for the protection of persons from fire hazards;

(d) any restricted area, standard of housing or building by-law passed by the municipality in which the workshop is located under Part V of the *Planning Act* or any predecessor thereof;

(e) the requirements of Regulation 61 of Revised Regulations of Ontario, 1990 made under the *Building Code Act*; and

(f) the requirements of the Electrical Safety Code made under the *Power Corporation Act*. R.R.O. 1980, Reg. 943, s. 14.

15.—(1) For the purposes of this section and sections 16, 17, 18 and 19,

“actual cost” means the cost of a building project and includes,

- (a) fees payable for the services of an architect, professional engineer or other consultant,
- (b) the cost of purchasing and installing furnishings and equipment,
- (c) the cost of land surveys, soil tests, permits, licences and legal fees,
- (d) the cost of paving, sodding and landscaping, and
- (e) the cost of acquiring the land necessary for the building project;

“approved cost” means that portion of the actual cost of a building project approved by the Minister;

“building project” means a project composed of one or more of the following elements,

- (a) the purchase or other acquisition of all or any part of an existing building or buildings including the land contiguous thereto,
- (b) any renovations, alterations or additions to an existing building or buildings,
- (c) the purchase or other acquisition of vacant land for the purpose of constructing a building or buildings thereon,
- (d) the erection of a new building or any part thereof,
- (e) the demolition of a building, or
- (f) the installation of public utilities, sewers and items or services necessary for access to the land or building or buildings.

(2) The amount of capital grant payable under the Act to an approved organization for the establishment, expansion or improvement of an approved workshop shall be equal to 80 per cent of the approved cost of the building project. R.R.O. 1980, Reg. 943, s. 15.

16.—(1) An application for a capital grant shall be made to the Minister on a form provided by the Minister.

(2) An applicant who applies under subsection (1) shall file with the Minister, for the Minister's approval, two copies of a site plan showing the location of the building or buildings, if any, on the site

and, in the case of a building project with one or more of the elements referred to in paragraph 1, 2, 4 or 6 of the definition of "building project" in subsection 15 (1),

- (a) building plans and specifications prepared by an architect or professional engineer showing the structure, fixtures and arrangements of the building or buildings and describing the areas of the building or buildings to be used for the purposes of the Act; or
- (b) where the Minister approves, structural sketches and specifications prepared by a person other than an architect or professional engineer describing the building or buildings and the areas of the building or buildings or contiguous to the building or buildings to be used for the purposes of the Act.

(3) No plan, specification or structural sketch filed with the Minister shall be amended or altered without the approval of the Minister. R.R.O. 1980, Reg. 943, s. 16.

17.—(1) No payment of a capital grant shall be made for a building project except where,

- (a) the building project has been approved by the Minister; and
- (b) the approved cost has been determined.

(2) An approval of a building project by the Minister referred to in subsection (1) expires on the first anniversary of the date upon which the approval is given unless the building project has been commenced before such anniversary date.

(3) A capital grant may be paid as a single payment or in two or more instalments and, except where the Minister directs otherwise, the aggregate of the amounts of the capital grant paid at any point in time shall not exceed the greater of,

- (a) an amount that bears the same proportion to the estimated total payment as the amount of progress made at the time towards completion of the project bears to the total estimated amount of work required for completion; and
- (b) an amount that bears the same proportion to the estimated total payment as the amount of cost incurred at the time bears to the total estimated cost of the project.

(4) A single payment, or in the case of payment in two or more instalments, the final payment of an amount payable for a building project shall not be made until,

- (a) an architect or professional engineer certifies, or the Minister is otherwise satisfied, that the building project has been completed in accordance with the plans filed under clause 16 (2) (a) or the sketches thereof approved by the Minister under clause 16 (2) (b) and the building or addition is ready for use and occupancy; and
- (b) the applicant for the payment submits a report containing,
 - (i) a statement of the actual cost of the building project,
 - (ii) a statement indicating that all refundable sales tax has been taken into account,
 - (iii) a statement indicating that the total amount of the unpaid accounts applicable to the building project does not exceed the amount of the grant remaining to be paid, and
 - (iv) an undertaking that the amount of the grant remaining to be paid will be applied first to the payment of the unpaid accounts. R.R.O. 1980, Reg. 943, s. 17.

18. No applicant for or recipient of a capital grant for a building project shall,

- (a) acquire a building or land for the building project;
- (b) call tenders for the building project;
- (c) commence construction of the building project; or
- (d) erect any temporary or permanent sign, tablet or plaque on the site or building project,

without the written approval of the Minister. R.R.O. 1980, Reg. 943, s. 18.

19. It is a term and condition of a payment of a capital grant under the Act in respect of a building, buildings or land forming part of a building project that the applicant for payment shall enter into an agreement with the Minister in which the applicant shall,

- (a) agree not to change the site, structure, use of or sell, agree to sell, lease, mortgage, encumber, donate or otherwise dispose of all or any part of the building, buildings or land without the approval of the Minister;
- (b) agree not to demolish or make alterations or additions to all or any part of the building or buildings without the approval of the Minister; and
- (c) agree to reimburse the Ministry in the same ratio as the Ministry's contribution to the acquisition of the building, buildings or land, the construction of the building or buildings or the renovations upon termination of the agreement or where there is a contravention of any term of the agreement or where a circumstance set out in clause (a) or (b) takes place. O. Reg. 501/85, s. 1, *part*.

20. Expenditures incurred by an approved organization for furnishings or equipment that are not replacements or for repairs to or maintenance of a capital asset that,

- (a) are approved by the Minister as capital expenditures;
- (b) are, in the opinion of the Minister, necessary for the efficient operation of an approved workshop and the cost of which is not excessive for the purpose, and
- (c) are in excess of \$1,000,

are capital expenditures for which a grant may be paid upon application by the approved organization in an amount equal to 80 per cent of the approved expenditures incurred. O. Reg. 501/85, s. 1, *part*.

21. A grant under this Part for the operation of a workshop may be paid to an organization,

- (a) that provides in the workshop a program of services approved by the Director;
- (b) whose requirements and policies for the admission of disabled persons to the workshop facilities or services are satisfactory to the Director;
- (c) that keeps,
 - (i) separate books of account,
 - (A) setting forth the revenues and expenditures of the workshop,
 - (B) containing a separate record of money received by the workshop from sources other than under the Act, and

- (C) that are audited at least once a year by a licensed public accountant, and
- (ii) records showing in respect of each disabled person receiving services,
 - (A) his or her name, address, age and sex,
 - (B) the date of his or her enrolment in the workshop,
 - (C) the nature of his or her disability,
 - (D) a record of all medical, x-ray, psychiatric, psychological or other similar examinations or tests, together with the findings and recommendations,
 - (E) an account or history of any other matter that, in the opinion of the Director, may affect the disabled person's well-being, and
 - (F) where such is the case, the date and circumstances of the disabled person's withdrawal from the workshop;
- (d) that forwards the financial statements of the workshop for the immediately preceding fiscal year to the Minister on or before a date in each year to be prescribed by the Director together with the report of a licensed public accountant stating whether in the public accountant's opinion,
 - (i) he or she has received all the information and explanations he or she has required,
 - (ii) the financial statement and the claims for provincial subsidy are in accordance with the books and records of the workshop and organization, as the case may be,
 - (iii) the calculation of the provincial subsidy is in accordance with the Regulations, and
 - (iv) the financial statement has been prepared in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year,
 and such other financial and statistical information as the Minister requires; and
- (e) that is a corporation,
 - (i) incorporated under Part III of the *Corporations Act*, or
 - (ii) incorporated by or under any other Act, and is a non-profit organization with objects of a philanthropic, charitable or educational nature. R.R.O. 1980, Reg. 943, s. 21.

22.—(1) A book of account referred to in subclause 21 (c) (i) for a particular year shall be retained for a period of at least six years from the date of the last entry in the book for that year.

(2) The records in respect of a disabled person required under subclause 21 (c) (ii) shall be retained during the period the person is enrolled in the workshop. O. Reg. 823/81, s. 1.

23.—(1) In this section,

“approved cost” means that portion of the cost of operation approved by the Director;

“cost of operation” means the cost of operation of a workshop deter-

mined in accordance with the form referred to in subsection (2) and a financial report in a form referred to in subsection (2).

(2) An application by an organization for a monthly payment of a grant under subclause 5 (i) (ii) of the Act for the operation of a workshop shall be made in a form provided by the Minister and shall be submitted to the Director not later than the 20th day of the month following the month for which the application is made together with a financial report in a form provided by the Minister.

(3) The amount to be paid by Ontario to an organization for the operation of a workshop shall be the lesser of,

- (a) 80 per cent of the cost of operation; and
- (b) 105 per cent of the approved cost, less revenue.

(4) Where the Director approves, there may be paid to an organization, prior to the organization making application therefor under subsection (2), any part approved by the Director of the estimated monthly amount payable under subsection (3) and such amount shall be adjusted upon receipt by the Director of the application for any month of the period for which the payment was made. R.R.O. 1980, Reg. 943, s. 22.

24. In every approved workshop, the Board of Directors of the approved organization shall ensure, as a term and condition of a payment of a grant under the Act, that,

- (a) all fire hazards in the workshop are eliminated, the workshop is inspected at least once a year by an officer authorized to inspect buildings under the *Fire Marshals Act* and the recommendations of the officer are carried out;
- (b) there is adequate protection from radiators or other heating equipment;
- (c) the water supplies are adequate for all normal needs, including those of fire protection;
- (d) the fire protection equipment, including the sprinkler system, fire extinguishers, hose and stand pipe equipment are visually inspected at least once a month and serviced at least once every year by qualified personnel;
- (e) the fire detection and alarm system is inspected at least once a year by qualified fire alarm maintenance personnel and tested at least once every month;
- (f) at least once a year the heating equipment is serviced by qualified personnel and the chimneys are inspected and cleaned if necessary;
- (g) a written record is kept of each inspection and test of fire equipment, fire drill, the fire detection and alarm system, the heating system, chimneys and smoke detectors, and each record shall be retained for at least two years from the date of the inspection or test;
- (h) the staff and trainees are instructed in the method of sounding the fire detection and alarm system;
- (i) the staff are trained in the proper use of the fire extinguishing equipment;
- (j) a directive setting out the procedures that must be followed and the steps that must be taken by the staff and trainees when a fire alarm is given is drawn up and posted in conspicuous places in the workshop;
- (k) the staff and trainees are instructed in the procedures set out in the directive referred to in clause (j) and the procedures are practised by staff and trainees at least once a month using the fire detection and alarm system to initiate the drill;

- (l) where matches are used, only safety matches are issued to the staff and trainees;
- (m) combustible rubbish is kept to a minimum;
- (n) all exits are clear and unobstructed at all times;
- (o) flammable liquids and paint supplies are stored in suitable containers in non-combustible cabinets;
- (p) suitable non-combustible ashtrays are provided where smoking is permitted;
- (q) no vaporizing liquid fire extinguishers are kept or used in the workshop; and
- (r) no sprinkler heads, fire or smoke detector heads are painted or otherwise covered with any material or substance that is likely to prevent them from functioning normally. R.R.O. 1980, Reg. 943, s. 23; O. Reg. 823/81, s. 2.

25. A workshop located in a municipality that does not have public fire protection shall be provided with a complete automatic sprinkler system that complies with standards prescribed under the *Building Code Act*. R.R.O. 1980, Reg. 943, s. 24.

26. The Board of Directors of each approved organization, as a term and condition of a payment of a grant under the Act, shall keep and maintain a current inventory of all furnishings and equipment acquired by the organization and the inventory shall set forth each addition to or removal from inventory and the reasons therefor and shall be prepared in such manner and contain such additional information as the Director may require. O. Reg. 823/81, s. 3.

Schedule 1

1. Ajax-Pickering and Whitby Association for Retarded Children
2. Alliston & District Association for the Mentally Retarded
3. Almaquin Highlands Association for the Mentally Retarded
4. Amity Association of Hamilton
5. Arnprior District Association for the Mentally Retarded
6. Arnprior-Renfrew Adult Training Centre
7. Atikokan and District Association for the Mentally Retarded
8. Association for Handicapped Adults (London)
9. Association for the Developmentally Handicapped (Oshawa and District)
10. Avenue II Community Programs Services (Thunder Bay) Inc.
11. The Bancroft and District Association for the Mentally Retarded
12. The Barrie and District Association for the Mentally Retarded
13. Belleville and District Association for Retarded Children
14. Brampton-Caledon Association for Retarded Children
15. Brantford and District Association for the Mentally Retarded
16. Brockville Community Workshop
17. Burlington and District Association for the Mentally Retarded

18. The Cambridge and District Association for the Mentally Retarded
19. The Campbellford and District Association for the Mentally Retarded
20. The Canadian Mental Health Association
21. The Canadian National Institute for the Blind
22. Central Seven Association for the Developmentally Handicapped
23. Cerebral Palsy Association of Windsor and Essex County
24. Cerebral Palsy Parent Council of Toronto
25. Chatham-Kent & District Association for the Mentally Retarded
26. Cochrane Association for the Mentally Retarded
27. Collingwood and District Association for the Mentally Retarded
28. Community Living Mississauga
29. Community Sheltered Workshops
30. Corbrook Sheltered Workshop for the Physically Disabled
31. Cornwall & District Association for the Mentally Retarded
32. COSTI-IIAS Immigrant Services
33. Dryden & District Association for the Mentally Retarded
34. Dufferin Association for the Mentally Retarded
35. Elliot Lake & District Association for the Mentally Retarded
36. Elmira and District Association for the Retarded
37. The Espanola and District Association for the Mentally Retarded
38. Essex County Association for Retarded Children Inc.
39. Fort Frances and District Association for the Mentally Retarded
40. Forward House of London
41. Gananoque and District Association for the Mentally Retarded
42. Geraldton and District Association for the Mentally Retarded
43. Glengarry Association for the Mentally Retarded Inc.
44. The Goderich and District Association for the Mentally Retarded
45. Goodwill Industries of Toronto
46. Goodwill Industries of Windsor Incorporated
47. The Governing Council of The Salvation Army, Canada East
48. Greater Niagara Association for the Mentally Retarded
49. The Guelph and District Association for the Mentally Retarded
50. Haldimand Association for the Mentally Retarded

51. Haliburton District Association for the Mentally Retarded
52. The Hamilton and District Association for the Mentally Retarded
53. Harbour Rescue Mission
54. H.A.R.C. Incorporated
55. Harmony Centre, Skills Unlimited Workshop
56. Huntsville and District Association for the Mentally Retarded
57. Huronia Society for the Mentally Retarded
58. Iroquois Falls, Calvert & District Association for Retarded Children
59. Jewish Vocational Service of Metropolitan Toronto
60. Kapuskasing & District Association for the Mentally Retarded
61. Kenora-Keewatin Association for the Mentally Retarded
62. The Kingston and District Association for the Mentally Retarded
63. Kirkland Lake Association for the Mentally Retarded
64. Kitchener-Waterloo Habilitation Services for the Retarded
65. The Lakehead Association for the Mentally Retarded
66. Lambton County Association for the Mentally Retarded
67. The Lanark District Association for the Mentally Retarded
68. Lennox & Addington Association for the Mentally Retarded
69. Lindsay & District Association for the Mentally Retarded
70. Listowel District Association for the Mentally Retarded
71. London and District Association for the Mentally Retarded
72. London Goodwill Industries Association
73. Madoc C.O.P.E.
74. Mainstream: An Unsheltered Workshop
75. The Manitoulin District Association for the Mentally Retarded
76. The Meaford and District Association for the Mentally Retarded
77. Metropolitan Toronto Association for the Mentally Retarded
78. The Newmarket and District Association for the Mentally Retarded
79. Niagara Training & Employment Agency Inc.
80. North Grenville Association for Community Living
81. The Norfolk Association for the Mentally Retarded
82. North Bay and District Association for the Mentally Retarded
83. North Halton Association for the Mentally Retarded
84. The Oakville Association for the Mentally Retarded
85. Ontario Community Centre for the Deaf
86. Orillia Association for the Handicapped
87. Ottawa and District Association for the Mentally Retarded
88. Owen Sound and District Association for the Mentally Retarded
89. Participation Projects—Sudbury and District
90. Peace Bridge Area Association for the Mentally Retarded
91. Peel Career Assessment Services Inc.
92. The Pembroke and District Association for the Mentally Retarded
93. Peterborough and District Association for the Mentally Retarded
94. Port Colborne District Association for the Mentally Retarded, Inc.
95. Port Hope-Cobourg and District Association for the Mentally Retarded
96. Prescott-Russell Association for the Mentally Retarded
97. Prince Edward Association for the Mentally Retarded
98. Quad County Association for the Mentally Retarded
99. The Reena Foundation
100. Rehabilitation Foundation for the Disabled
101. St. Catharines Association for the Mentally Retarded
102. St. Marys & District Association for the Mentally Retarded
103. St. Thomas-Elgin Association for the Mentally Retarded
104. Sarnia and District Association for the Mentally Retarded
105. Sarnia Goodwill Industries Inc.
106. Sault Ste. Marie and District Association for the Mentally Retarded
107. Sioux Lookout and Hudson Association for the Mentally Retarded
108. South Huron and District Association for the Mentally Handicapped
109. South-East Grey Association for the Mentally Retarded
110. South Muskoka District Association for the Mentally Retarded
111. South Waterloo Vocational Centre
112. Stratford and District Association for the Mentally Retarded
113. Strathroy and District Association for the Mentally Retarded
114. Sturgeon Falls & District Association for the Mentally Retarded
115. Sudbury and District Association for the Mentally Retarded
116. Sutton and District Association for the Mentally Retarded

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| <p>117. Tillsonburg and District Association for the Mentally Retarded</p> <p>118. Timmins Association for the Mentally Retarded</p> <p>119. Torchlight Services</p> <p>120. Trenton, Brighton and District Association for the Mentally Retarded</p> <p>121. Tri-Town and District Association for the Mentally Retarded</p> <p>122. Walkerton & District Association for the Mentally Retarded</p> <p>123. Wallaceburg & Sydenham District Association for the Mentally Retarded, Inc.</p> <p>124. Welland District Association for the Retarded Incorporated</p> <p>125. West Lincoln and District Association for the Mentally Retarded Incorporated</p> <p>126. West Parry Sound Association for the Mentally Retarded</p> <p>127. Windsor Association for the Mentally Retarded</p> <p>128. Wingham and District Association for the Mentally Retarded</p> <p>129. The Woodstock and District Association for the Mentally Retarded</p> <p>130. York Central Association for the Mentally Retarded. R.R.O. 1980, Reg. 943, Sched. 1; O. Reg. 247/81, s. 1; O. Reg. 335/84, s. 1; O. Reg. 534/84, s. 1; O. Reg. 446/85, s. 1; O. Reg. 644/85, s. 1; O. Reg. 45/86, s. 1; O. Reg. 135/86, s. 1; O. Reg. 680/86, s. 1; O. Reg. 200/87, s. 1; O. Reg. 654/87, s. 1.</p> | <p>8. A.R.C. Industries,
119 Station Street,
Belleville</p> <p>9. A.R.C. Industries (South Muskoka),
Box 847, Bracebridge</p> <p>10. A.R.C. Industries,
61 and 83 Wilkes Street,
Brantford</p> <p>11. Arc Industries,
1150 Northside Road,
Burlington</p> <p>12. A.R.C. Industries,
466 Franklin Boulevard,
and
20 River Street South,
Cambridge</p> <p>13. A.R.C. Industries Campbellford,
50 Front Street North,
and
Doxee Street North,
Campbellford</p> <p>14. A.R.C. Industries,
723 Bloomfield Road, R.R. #5,
Chatham</p> <p>15. A.R.C. Industries Plant I,
1099 Park Avenue W.,
P.O. Box 967,
Chatham
and
A.R.C. Industries Plant II,
955 Richmond Street,
P.O. Box 967,
Chatham</p> <p>16. A.R.C. Industries,
420 Roe Street,
and Cottesmore Avenue,
Cobourg</p> <p>17. A.R.C. Industries,
P.O. Box 1508,
South Highway 11,
Cochrane</p> <p>18. A.R.C. Industries,
10 Ronnell Crescent,
Collingwood</p> <p>19. A.R.C. Industries,
280 Ninth Street West,
Cornwall</p> <p>20. A.R.C. Industries,
P.O. Box 29,
Dashwood</p> <p>21. A.R.C. Industries,
280 Arthur Street,
Dryden</p> <p>22. A.R.C. Industries,
146 Church Street West,
Elmira</p> |
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Schedule 2

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| <p>1. A.R.C. Gas Bar,
403 Colborne Street East,
Brantford</p> <p>2. A.R.C. Greenhouses and Gardening Services,
Fort Erie</p> <p>3. A.R.C. Industries,
177 Dowty Road,
Ajax</p> <p>4. A.R.C. Industries
Amherstburg—Channel Industries,
400 Sandwich Street South,
Amherstburg</p> <p>5. A.R.C. Pine,
767 McKay Road,
Pickering</p> <p>6. A.R.C. Industries,
308 Main Street,
Atikokan
and,
A.R.C. Industries,
Gorrie Street,
Atikokan</p> <p>7. A.R.C. Industries,
175 Bayfield Street,
Barrie</p> | <p>8. A.R.C. Industries,
119 Station Street,
Belleville</p> <p>9. A.R.C. Industries (South Muskoka),
Box 847, Bracebridge</p> <p>10. A.R.C. Industries,
61 and 83 Wilkes Street,
Brantford</p> <p>11. Arc Industries,
1150 Northside Road,
Burlington</p> <p>12. A.R.C. Industries,
466 Franklin Boulevard,
and
20 River Street South,
Cambridge</p> <p>13. A.R.C. Industries Campbellford,
50 Front Street North,
and
Doxee Street North,
Campbellford</p> <p>14. A.R.C. Industries,
723 Bloomfield Road, R.R. #5,
Chatham</p> <p>15. A.R.C. Industries Plant I,
1099 Park Avenue W.,
P.O. Box 967,
Chatham
and
A.R.C. Industries Plant II,
955 Richmond Street,
P.O. Box 967,
Chatham</p> <p>16. A.R.C. Industries,
420 Roe Street,
and Cottesmore Avenue,
Cobourg</p> <p>17. A.R.C. Industries,
P.O. Box 1508,
South Highway 11,
Cochrane</p> <p>18. A.R.C. Industries,
10 Ronnell Crescent,
Collingwood</p> <p>19. A.R.C. Industries,
280 Ninth Street West,
Cornwall</p> <p>20. A.R.C. Industries,
P.O. Box 29,
Dashwood</p> <p>21. A.R.C. Industries,
280 Arthur Street,
Dryden</p> <p>22. A.R.C. Industries,
146 Church Street West,
Elmira</p> |
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| 23. A.R.C. Industries,
Highway 17,
General Delivery,
Sprague | 4 Tweedsmuir Road,
Kirkland Lake |
| 24. A.R.C. Industries,
345 Station Road,
Espanola | 39. A.R.C. Industries Bancroft,
Mill Street, P.O. Box #969,
Bancroft |
| 25. A.R.C. Industries,
372 Talbot Street North,
Essex | 40. A.R.C. Industries,
17 William Street South,
Lindsay |
| 26. A.R.C. Industries Tecumseh—
North Shore Industries,
119 Lesperance Road,
Essex | 41. A.R.C. Printing,
62 Riverview Road,
Lindsay |
| 27. A.R.C. Industries (Fort Frances),
830 Portage Avenue, Fort Frances | 42. A.R.C. Industries,
35 Walker Street,
Markdale |
| 28. A.R.C. Industries,
26 Mill Street,
Gananoque | 43. A.R.C. Industries,
345 Station Road,
Espanola |
| 29. A.R.C. Industries,
8 Royal Road,
Guelph | 44. Arc Industries,
761 Main Street East,
Milton |
| 30. A.R.C. Industries,
Georgina Street, Box 1149,
Haileybury | 45. A.R.C. Industries,
Units 9 and 10,
1081 Meyerside Drive,
Mississauga |
| 31. A.R.C. Industries,
P.O. Box 90,
Haliburton | and
Dixie Woodwork,
Unit 1011,
3663 Mavis Road,
Mississauga |
| 32. A.R.C. Industries,
Steeles Avenue West,
Hornby | and
Orwell Industries,
Unit 4,
600 Orwell,
Mississauga |
| 33. A.R.C. Industries,
Etwell Road, R.R. #1,
Huntsville | and
Print One,
Unit 18,
2455 Cawthra Road,
Mississauga |
| 34. A.R.C. Industries,
Devonshire Avenue,
Iroquois Falls | 46. A.R.C. Industries—Huronion Workshop,
169 Bay Street,
and
339 Olive Street,
Midland |
| 35. A.R.C. Industries,
Highway 43,
Kemptville | 47. A.R.C. Industries,
Industry Street,
Napanee |
| 36. A.R.C. Industries,
601 Fourth Avenue South,
Kenora
and
A.R.C. Industries Wood Shop,
1312 Pine Portage Road,
Kenora
and
A.R.C. Industries Pre-vocational
Training Centre,
1 Ninth Avenue South,
Kenora | 48. A.R.C. Industries (Niagara Falls),
4337 Fourth Avenue,
Niagara Falls |
| 37. A.R.C. Industries Kingston,
142 Railway Street,
Kingston | 49. A.R.C. Industries,
6 Kitchener Street,
Orillia |
| 38. A.R.C. Industries,
23 Government Road East,
and | 50. A.R.C. Industries,
73 Breezehill Avenue,
Ottawa |

51. A.R.C. (Adult Rehabilitation Centre),
769 Fourth Avenue East,
Owen Sound
52. A.R.C. Industries,
Water Street,
Oxford Mills
53. A.R.C. Industries,
McNaughton and Joseph Streets,
Highway 69B,
Parry Sound
54. A.R.C. Industries,
15 Bennett Street,
Pembroke
55. A.R.C. Industries,
Adult Training Centre,
139 Douro Street,
and
Neal Drive,
Peterborough
56. A.R.C. Industries,
18 Bridge Street,
Picton
57. A.R.C. Industries,
23 Amelia Street,
Port Colborne
58. A.R.C. Industries,
Opeongo Road,
and
326 Raglan Street South,
Renfrew
59. A.R.C. Industries,
101 Edward Avenue,
Richmond Hill
60. A.R.C. Industries,
220 Bunting Road,
St. Catharines
61. A.R.C. Industries,
Scarborough Branch,
64 Crockford Boulevard,
Toronto
62. A.R.C. Industries,
Units 8, 9 and 10,
29 Centennial,
Orangeville
63. A.R.C. Industries,
R.R. #3,
Simcoe
64. A.R.C. Industries,
3 Industrial Road,
P.O. Box 276,
and
11 Frank Street,
Strathroy
65. A.R.C. Industries,
50 Bay Street,
P.O. Box 1238,
Sturgeon Falls
66. A.R.C. Industries,
318 Main Street,
Sundridge
67. A.R.C. Industries,
384 and 450 Fort William Road,
Thunder Bay
68. A.R.C. Industries,
126 Concession Street East,
Tillsonburg
69. A.R.C. Industries,
166 Brousseau Avenue,
Timmins
70. A.R.C. Industries, Etobicoke Branch,
288 Judson Avenue,
Toronto
71. A.R.C. Industries, Central Branch,
100 Sunrise Avenue,
Toronto
72. A.R.C. Industries, North York Branch,
150 Steeprock Drive,
Downsview
73. A.R.C. Industries, Progress Centre,
78 Industry Street,
Toronto
74. A.R.C. Industries,
11 Canal Street,
Trenton
75. A.R.C. Industries,
212 Elizabeth Street,
Wallaceburg
76. A.R.C. Industries,
43 Hagar Street,
Welland
77. A.R.C. Industries,
584 Dundas Street,
and
Unit 5,
1055-57 Parkinson Road,
Woodstock
and
285 Ingersoll Street,
Ingersoll
78. Ability Centre,
180 Gore Street,
Sault Ste. Marie
79. Ability Centre,
237 Camelot Street,
Thunder Bay
80. Ability Centre,
841 Pine Street South,
Timmins
81. Ability Centre,
585 Trethewey Drive,
Toronto
82. Ability Centre,
141 Weber Street South,
Waterloo

83. A.D.T.E.C.,
125 Dufferin Street South,
Alliston
84. Adult Opportunity Centre,
99 Durham Street East,
Walkerton
85. Adult Training Centre (A.R.C. Industries),
191 York Street,
Hamilton
86. Adult Training Centre—A.R.C. Industries,
510 Penrose Street,
Newmarket
87. Adult Training Centre/Work Training Centre,
1108 Speers Road,
Oakville
and
Claycrafters,
147 Church Street,
Oakville
88. Adult Training Centre,
161 Donald Street,
Ottawa
89. Agricultural Training Program,
3501 Richmond Road,
Ottawa
90. Alliston Metal Industries Workshop,
120 Parsons Road,
Alliston
91. Amity Goodwill Industries,
1366 Main Street East,
and
604 Concession Street,
and
423 Barton Street,
Hamilton
and
585 Bunting Road,
St. Catharines
92. Amity Rehabilitation Centre,
225 King William Street,
Hamilton
93. A.M.R. Training Centre,
175 Chippewa Street West,
and
186 McIntyre Street East,
North Bay
94. Arcwood Acres,
R.R. # 7,
Tillsonburg
95. Atlas Industrial Centre,
55 Ameer Drive,
Toronto
96. Aurora Contracting and
Employment Services,
2 Vata Court, Unit #1,
Aurora, Ontario
97. Avenue II Community Programs Services
(Thunder Bay) Inc.,
125 S. Lillie Street,
Thunder Bay
98. Beehive Enterprises,
206 Hogarth Avenue West,
Geraldton
99. Brad Tec Workshop,
117 Bridge Street,
Bradford
100. Bob Rumball Centre for the Deaf,
2395 Bayview Avenue,
Willowdale
101. Brockville Community Workshop,
89 Hubbell Street,
Brockville
102. Central Seven Workshop,
R.R. #1,
Port Perry
103. The Centre Hastings Retraining Centre,
79 Durham Street South,
Madoc
104. The Clay Hut,
Charlotte Street,
Port Colborne
105. C.M.H.A. Rehabilitation Workshop,
287 Ashland Avenue,
London
106. C.N.I.B. Brantford Occupational Shop,
67 King Street,
Brantford
107. C.N.I.B. Hamilton Occupational Shop,
1686 Main Street West,
Hamilton
108. C.N.I.B. Kingston Occupational Shop,
466 Union Street West,
Kingston
109. C.N.I.B. Kitchener Occupational Shop,
169 Borden Avenue North,
Kitchener
110. C.N.I.B. Ottawa Occupational Shop,
320 McLeod Street,
Ottawa
111. C.N.I.B. Sudbury Occupational Shop,
303 York Street,
Sudbury
112. C.N.I.B. Caterplan
Occupational Units Program,
1929 Bayview Avenue,
Toronto
113. C.N.I.B. Vocational Rehabilitation
Activity Centre,
1929 Bayview Avenue,
Toronto
114. Community Sheltered Workshops,
35 Hayden Street,
Toronto

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| <p>115. Corbrook Sheltered Workshop,
220 Bowie Avenue,
Toronto</p> <p>116. C.O.S.T.I. Rehabilitation Centre,
76 Orfus Road,
Toronto</p> <p>117. Elmira Wood Products,
R.R. #2,
Elmira</p> <p>118. Forward House #3—Workshop,
442 Spruce Street,
London</p> <p>119. Frederick Industries,
182 Perth Street,
Stratford</p> <p>120. Friendco Adult Workshop and Training
Centre,
11 Park Avenue,
St. Thomas</p> <p>121. Glenholme A.R.C. Industries,
39 and 40 Wellington Street East,
and
851 Farewell Avenue,
Oshawa
Pallet Manufacturing,
1140 Nelson Street,
Oshawa
Wooden Toy Co.,
875 Wilson Road South,
Oshawa</p> <p>122. Gooderham Developmental Centre,
62 Gooderham Drive,
Scarborough</p> <p>123. Goodwill Industries of Windsor Inc.,
369 Dougall Avenue,
and
1005 Walker Road,
Windsor</p> <p>124. Goodwill Services Store,
234 Adelaide Street East,
Toronto
and
76 Harwood Avenue,
Ajax
and
15 Simcoe Street South,
Oshawa
and
552 College Street,
Toronto
and
2533 Danforth Avenue,
Toronto
and
3109 Dundas Street West,
Toronto
and</p> | <p>3168 Eglinton Avenue East,
Toronto
and
4566 Kingston Road,
Toronto
and
3701 Keele Street,
Toronto
and
2985 Lakeshore Boulevard West,
Toronto
and
465 Parliament Street,
Toronto
and
1267 Queen Street West,
Toronto
and
755 Queen Street East,
Toronto
and
319 Roncesvalles Avenue,
Toronto
and
338 Queen Street West,
Toronto
and
1611 Wilson Avenue,
Toronto
and
1508-1510 Danforth Avenue,
Toronto
and
231 Richmond Street East,
Toronto</p> <p>125. Haldimand Opportunity Centre,
R.R. #1,
York</p> <p>126. Hamilton Ability Centre
495 Woodward Avenue
Hamilton</p> <p>127. Harmony Centre Sheltered Workshop,
5062 Yonge Street,
P.O. Box 906,
Red Lake</p> <p>128. Harry E. Foster Employment Training Centre,
30 Birch Avenue,
Toronto</p> <p>129. Hope Farm,
General Delivery, Mindemoya,
Manitoulin Island</p> <p>130. Hutton House,
654 Wonderland Road North,
London</p> <p>131. Industrial Workshop,
1348 Regina Street,
North Bay</p> |
|--|--|

132. James Purdue Centre/Sheltered Workshop,
300 Elgin Street,
P.O. Box 1618,
and
17 Industrial Road,
P.O. Box 1618,
St. Marys
and
London Goodwill Industries Association,
554 First Street,
London
and
130 Stronach Avenue,
London
133. Jack Reavie Vocational Centre,
153 John Street,
P.O. Box 997,
Wingham
and
The Thrift Shop,
908 Oxford Street,
London
134. Jesse S. Manson Employment Training
Centre,
4 Overlea Boulevard,
Toronto
and
223 Harton Street,
London
and
295 Richmond Street,
London
135. Kay Butchart Sheltered Workshop,
Highway 26,
Box #44,
Meaford
and
615 Dundas Street,
London
136. Kingston Ability Centre,
2 Cataraqui Street,
and
39 Montreal Street,
Kingston
and
436 Hamilton Road,
London
and
361 Talbot Street,
St. Thomas
and
62 Wellington Street,
Stratford
and
451 Dundas Street,
Woodstock
137. King Street Life Skills,
21 King Street,
Sioux Lookout
138. Kinsmen Centre for the Retarded,
108 Sydney Street South,
Kitchener
139. Kinsmen A.R.C. Industries,
870 Ottawa Street,
Windsor
140. Lanark County A.R.C. Industries,
178 Town Line,
Box 1859,
Carleton Place
141. Les Industries A.R.C. Industries,
McDonald Street,
Alexandria
142. London Ability Centre,
627 Maitland Street,
London
143. London Road Facility,
889 London Road and Superior,
Sarnia
144. The Thrift Shop,
124 Colborne Street,
Brantford
and
188 King Street,
Kitchener
and
840 Delaney Street,
London
and
1474 Dundas Street East,
London
145. Mainstream: An Unsheltered Workshop,
25 Main Street,
St. Catharines
146. McLachlin Centre,
Part 1, Plan 61; Part 2,
Concession B. Village of Braeside,
County of Renfrew
147. Mission Products, Sheltered Workshop,
120 Cannon Street East,
Hamilton
148. Mission Services,
271 Kenilworth Avenue North,
and
236 Lock Street South,
Hamilton
149. Neustadt Day Program,
P.O. Box 39,
Neustadt
150. Niagara Training and Employment Agency,
Inc. (N-Tec),
Canby Street,
Port Robinson
151. Nor Pak,
220 Rutherford Road,
Brampton

152. Opp Art,
931 Leathorne Street,
London
153. Opportunity Enterprises,
190 Adelaide Street West,
London
and
Plant # 1,
28 Micro Court,
London
and
Opportunity Plastic Packaging,
500 First Street,
London
154. Opportunity Workshop,
Part of Lots 21 and 22 of Plan #147,
Strathroy
155. Ottawa Ability Centre,
80 Colonnade Road,
Ottawa
156. Pallet Industries,
40 Biggar Avenue,
Hamilton
157. Participation Industries,
1621 Lauzon Road,
Windsor
158. Participation Industries,
200 Lauzon Road,
Windsor
159. Participation Projects—Sudbury and District
Resource Centre,
765 Cressy Street,
Sudbury
160. Peel Career Assessment Services
Workshop,
5266 General Road,
Mississauga
161. Petrolia Enterprises,
368 Eureka Street,
Petrolia
and
339 Centre Street,
Petrolia
162. Prevocational Training Centre,
205 Victoria Street,
Wardsville
163. Print Shop/Pathfinder Service,
4593 Victoria Avenue,
Niagara Falls
164. Quad County Opportunity Workshop,
191 Queen Street,
Wardsville
165. Rapids Woodworking,
79 Phillips Street,
Sarnia
166. The Reena Cartwright Resource Centre,
99 Cartwright Avenue,
Toronto
167. St. Catharines Ability Centre,
3 Lowell Avenue,
St. Catharines
168. The Salvation Army Booth Industries,
143 Lakeshore Boulevard East,
Toronto
169. Sarnia Goodwill Industries,
354-356 Christina Street South,
and
106 North Christina Street,
Sarnia
170. Sioux Lookout,
Life Skills,
37 Queen Street,
Sioux Lookout
171. Scarbrook Enterprises,
2220 Midland Avenue,
Units 14-22,
Scarborough
172. Soogoma Industries,
105 White Oak Drive East,
Sault Ste. Marie
173. South Waterloo Vocational Centre,
485 Dundas Street,
Cambridge
174. Spruce Adult Workshop,
13 Ash Street, Box 204,
and
50 Golf Avenue,
Kapuskasing
175. Sub-Con Industries,
230 Bayview Drive,
Barrie
176. Suncoast Industries,
267 Suncoast,
Goderich
177. Torchlight Industries,
30 Edinburgh Road,
Guelph
178. Town and Country Enterprises,
820 Main Street East,
Listowel
179. Vanier Industries,
Concession 3, Casselman
and
1588 Aberdeen Street,
Hawkesbury
180. Vanier Industries—Plantagenet,
Plantagenet
181. Vocational Rehabilitation Centre of
Metropolitan Toronto,
74 Tycos Drive,
Toronto
182. Wawanosh Enterprises,
822 Confederation Street,
Sarnia

183. Wedding Belle Boutique,
302 James Street,
Wallaceburg
184. Welland Ability,
160 East Main Street,
Welland
and
212 King Street,
Port Colborne
185. West Lincoln Rehabilitation Centre,
P.O. Box 277,
Grimsby
186. Willowbeach A.R.C. Industries,
King Street,
Pefferlaw
187. Willowview Training Centre,
Eagle Road, P.O. Box 225,
Fort Erie
188. Work Training and Assessment Centre,
2680 Ouellette Avenue,
Windsor
189. W.C. Jarrett Industrial Training Centre,
1125 Webbwood Drive,
Sudbury
and
- W.C. Jarrett Industrial Training
Centre II,
1148 Webbwood Avenue,
Sudbury
- and
W.C. Jarrett Industrial Training
Plan Centre,
Cedar Point Plaza,
1984 Regent Street South,
Sudbury
- and
W.C. Jarrett Vocational and Assessment
Training Centre (VATC),
598 Falconbridge Road,
Sudbury
- and
W.C. Jarrett Industrial Training Centre III,
147 Lorne Street,
Sudbury
190. W-3 Printing and Retail,
1249 London Road,
Sarnia
- R.R.O. 1980, Reg. 943, Sched. 2; O. Reg. 247/81, s. 2; O. Reg. 422/81, s. 1; O. Reg. 108/82, s. 1; O. Reg. 335/84, s. 2; O. Reg. 534/84, s. 2; O. Reg. 626/84, s. 2; O. Reg. 763/84, s. 1; O. Reg. 51/85, s. 1; O. Reg. 446/85, s. 2; O. Reg. 644/85, s. 2; O. Reg. 45/86, s. 2; O. Reg. 135/86, s. 2; O. Reg. 680/86, s. 2; O. Reg. 200/87, s. 2; O. Reg. 654/87, s. 2.

Form 1

Vocational Rehabilitation Services Act

APPLICATION FOR VOCATIONAL REHABILITATION SERVICES

1. Name
(Surname) (given name(s))
2. Address
(apartment number—street number) (street)
.....
(city) (postal code) (telephone number)
3. Birthdate
(day) (month) (year)
4. Describe in what way applicant is mentally or physically disabled:
.....
.....
5. Describe in what way this disability is vocationally handicapping:
.....
.....
6. Indicate whether applicant's disability is a result of an occupational accident or hazard ☐; or service in the Armed Forces ☐.
- Has applicant applied for benefits under the *Workers' Compensation Act* ☐; or the *Veterans Rehabilitation Act* (Canada) ☐?
- If yes to either of the above, give result:
.....
.....

7. If a vocational rehabilitation program is provided for applicant, state whether applicant can arrange to take care of living expenses during that program. ☐ Yes; ☐ No.
8. I apply for vocational rehabilitation services under the *Vocational Rehabilitation Services Act* and have provided the above information which is correct to the best of my knowledge:

Dated at this

day of, 19.....

(signature of provincial officer or the
person approved by the Director
completing application)

.....
(signature of applicant)

.....
(official title)

9. Authorization:

I hereby authorize the Ministry of Community and Social Services and its representatives to release information with respect to my disabled condition and my application for vocational rehabilitation services to such agencies, persons or employers as may be concerned with my rehabilitation.

.....
(signature of applicant)

R.R.O. 1980, Reg. 943, Form 1; O. Reg. 735/83, s. 1.

Form 2

Vocational Rehabilitation Services Act

MEDICAL REPORT

Name		Social Insurance number	
Sex <input type="checkbox"/> male <input type="checkbox"/> female		Date of birth D M Y	
		O.H.I.P. number	
Postal code		Caseload number	

1. Is this person a regular patient of yours ☐ yes ☐ no
If yes, how frequently have you seen this patient in the past 2 years?

2. When did you last see this patient? give date:

for what reason?

3. List other significant/relevant conditions and diagnoses for which this patient has been treated.

4. Briefly describe nature of treatment rendered or proposed (include place and date of relevant hospitalization).

5. What is your prognosis for your patient's condition?

6. Does your patient require the use of any medical prosthetic device (i.e.; wheelchair, artificial limb, etc.) ☐ yes ☐ no
If yes, please describe:

7. In your opinion, do any of these conditions limit this patient's activities pertaining to normal living, such as: self care, communication or motor activities? ☐ yes ☐ no
If yes, please describe:

8. Do you expect sufficient improvement to take place in the mental or physical condition of this patient to allow him or her to:

- a) return to his or her previous work or occupation ☐ yes ☐ no

if yes, when?

full or part-time (hours/daily)

- b) return to any other type of work or occupation ☐ yes ☐ no

if yes, when?

full or part-time (hours/daily)

Nature of work

9. In your opinion, what specific factors or conditions might adversely affect training, employment or academic progress? (Please specify any activities or working conditions that are to be avoided.)

10. If an appropriate training program is developed for your patient, is he or she medically able to participate? ☐ yes ☐ no

if yes, when?

full or part-time (hours/daily)

11. Any additional information, including hospital reports, consultant's reports, other tests and comments you could provide with respect to your patient's physical, mental or emotional impairment will be of considerable assistance in determining program eligibility:

Certificate of Attending Physician

(Please print)

I,, am a legally qualified medical practitioner and this report contains my findings and considered opinion at this time.

Signature Date

Address

Note: In some instances it may be necessary to release to the applicant a summary of the contents of this form.

Weed Control Act

Loi sur la destruction des mauvaises herbes

REGULATION 1096

GENERAL

1.—(1) The plants named in the Schedule are designated as noxious weeds.

(2) In the Schedule,

“L” is an abbreviation for Linnaeus;

“spp.” is an abbreviation for species. R.R.O. 1980, Reg. 944, s. 1, revised.

2. An order made by an inspector under section 13 of the Act shall be in Form 1. O. Reg. 531/88, s. 1.

3.—(1) No person shall transport farm produce containing noxious weeds or weed seeds on any public road or property, except in a manner that prevents the escape of noxious weed seeds, or transport any such farm produce to a farm that is free from noxious weeds or weed seeds.

(2) No person shall transport soil, gravel or other substances containing noxious weeds or weed seeds except in a manner that prevents the weeds or weed seeds from being scattered during transportation or from being deposited on any land where the weeds or weed seeds may grow to maturity. R.R.O. 1980, Reg. 944, s. 3.

4.—(1) Noxious weeds shall be destroyed by means of,

- (a) pulling or otherwise removing the plants from the soil;
- (b) cutting the roots or stalks of the plants before the seeds have developed sufficiently to ripen after the cutting;
- (c) plowing or cultivating the soil in which the plants are growing; or
- (d) treating with a herbicide that causes the plants to be destroyed or prevents the growth of the plants or the ripening of their seeds. R.R.O. 1980, Reg. 944, s. 4 (1); O. Reg. 531/88, s. 2.

(2) Where noxious weeds are destroyed in a manner mentioned in subsection (1) and the seeds have developed sufficiently to ripen, the seeds shall be destroyed in a manner mentioned in subsection (5).

(3) Where an inspector causes the destruction of noxious weeds, the destruction shall be in a manner mentioned in subsection (1) that is efficient and at a reasonable cost in the circumstances.

(4) Nothing in this section authorizes any use of a herbicide that is contrary to any other law in force in Ontario.

(5) Weed seeds shall be destroyed by means of,

- (a) removal to locations where the seeds are unable to germinate, or, if germination takes place, where the noxious weeds are unable to grow to maturity;
- (b) composting;
- (c) use as silage or other form of fodder in which the weed seeds are consumed by animals;
- (d) grinding or crushing; or
- (e) burning. R.R.O. 1980, Reg. 944, s. 4 (2-5).

5. The circumstances and conditions under which an inspector may cause noxious weeds to be destroyed under section 15 or 18 of the Act are,

- (a) that the inspector is of the opinion,
 - (i) that propagation of the noxious weeds would be prevented or substantially reduced by reason of their destruction, and
 - (ii) except in the case of poison ivy and ragweed, that lands other than the lands on which the noxious weeds are growing are likely to be damaged by propagation of the noxious weeds;
- (b) that the inspector does not cause damage to the property more than is necessary for or incidental to entering upon lands and transporting the equipment used in the destruction of the noxious weeds; and
- (c) that in the destruction of noxious weeds in a growing crop, the inspector does not cause greater damage to the crop than is necessary for the economical and effective destruction of the noxious weeds. R.R.O. 1980, Reg. 944, s. 5; O. Reg. 531/88, s. 3.

Schedule

NOXIOUS WEEDS

ITEM	COMMON NAME	SCIENTIFIC NAME
1.	Barberry, common	<i>Berberis vulgaris</i> L.
2.	Buckthorn, European	<i>Rhamnus cathartica</i> L.
3.	Carrot, wild	<i>Daucus carota</i> L.
4.	Colt's-foot	<i>Tussilago farfara</i> L.
5.	Dodder spp.	<i>Cuscuta</i> spp.

ITEM	COMMON NAME	SCIENTIFIC NAME
6.	Goat's-beard spp.	<i>Tragopogon</i> spp.
7.	Hemlock, poison	<i>Conium maculatum</i> L.
8.	Johnson grass	<i>Sorghum halepense</i> (L.) Persoon
9.	Knapweed spp.	<i>Centaurea</i> spp.
10.	Milkweed spp.	<i>Asclepias</i> spp.
11.	Poison-ivy	<i>Rhus radicans</i> L.
12.	Proso millet, black-seeded	<i>Panicum miliaceum</i> L. (black-seeded biotype)
13.	Ragweed spp.	<i>Ambrosia</i> spp.
14.	Rocket, yellow	<i>Barbarea</i> spp.
15.	Sow-thistle, annual, perennial	<i>Sonchus</i> spp.
16.	Spurge, Cypress	<i>Euphorbia cyparissias</i> L.
17.	Spurge, leafy	<i>Euphorbia esula</i> L. (complex)
18.	Thistle, bull	<i>Cirsium vulgare</i> (Savi) Tenore
19.	Thistle, Canada	<i>Cirsium arvense</i> (L.) Scopoli
20.	Thistle, nodding, spp.	<i>Carduus</i> spp.
21.	Thistle, Russian	<i>Salsola pestifer</i> Aven Nelson
22.	Thistle, Scotch	<i>Onopordum acanthium</i> L.
23.	Vetchling, tuberous	<i>Lathyrus tuberosus</i> L.

O. Reg. 531/88, s. 4.

Form 1*Weed Control Act***ORDER TO DESTROY NOXIOUS WEEDS OR WEED SEEDS**

To
(name of person in possession of land)

.....
(address)

* Copy to
(name of owner of land shown on assessment roll)

.....
(address)

Under the *Weed Control Act* you are hereby ordered to destroy the noxious weeds and weed seeds, described as follows:

.....
(name of noxious weeds)

located at
(lot or street number) (concession or street name)

.....
(name of municipality)

not later than days from the
date of service of this order. (number not less than seven)

Dated at this day of, 19.....

.....
(signature of weed inspector)

- * Where the owner of the land is not named above, a copy of the order shall be served upon the person shown as the owner of the property on the last revised assessment roll of the municipality in which the property is located.

N.B. Subsections 13 (6) and (7) of the *Weed Control Act* provide as follows:

(6) A person who is served with an order under subsection (5) may, within seven days after service, appeal the order or any requirement contained in it to the chief inspector, giving reasons for the appeal.

(7) The appeal and reasons shall be in writing.

The address of the chief inspector is:

Chief Inspector
Ministry of Agriculture and Food
Guelph Agriculture Centre
P.O. Box 1030
Guelph, Ontario
N1H 6N1

O. Reg. 531/88, s. 5.

Wild Rice Harvesting Act *Loi sur la moisson du riz sauvage*

REGULATION 1097

GENERAL

1. The areas shown on the plans filed in the office of the Registrar of Regulations at Toronto as Nos. 294 to 297, both inclusive, are wild rice harvesting areas, designated by the identifying number and initials shown thereon. R.R.O. 1980, Reg. 945, s. 1.

2. An application for a licence to harvest wild rice on Crown lands shall be in Form 1. R.R.O. 1980, Reg. 945, s. 2.

3. A licence to harvest wild rice on Crown lands shall be in Form 2. R.R.O. 1980, Reg. 945, s. 3.

4. The fee for a licence in Form 2 is \$1. R.R.O. 1980, Reg. 945, s. 4.

5. A licence in Form 2 expires with the 31st day of October next following the date of issue. R.R.O. 1980, Reg. 945, s. 5.

6. A licence in Form 2 is not valid unless it is signed by the licensee. R.R.O. 1980, Reg. 945, s. 6.

7. A licence shall not be transferred without the approval of the Deputy Minister. R.R.O. 1980, Reg. 945, s. 7 (2).

Form 1

Wild Rice Harvesting Act

APPLICATION FOR A LICENCE TO HARVEST WILD RICE ON CROWN LAND

IDENTIFICATION OF APPLICANT:

Name

Address

Age Height Weight

Colour of Eyes Colour of Hair

Number of last year's licence

1. Under the *Wild Rice Harvesting Act* and the regulations, and subject to the limitations thereof, I make application for a licence to harvest wild rice on Crown land in Wild Rice Harvesting Area

No.

2. I have harvested wild rice on Crown land in the wild rice harvesting area for the past years.

3. I am a resident of Ontario and have resided in Ontario for the past years.

(date)

(signature of applicant)

R.R.O. 1980, Reg. 945, Form 1.

Form 2

Wild Rice Harvesting Act

19.....

LICENCE TO HARVEST WILD RICE ON CROWN LANDS

IDENTIFICATION OF LICENSEE:

Licence No.

Age Height Weight

Colour of Eyes Colour of Hair

Under the *Wild Rice Harvesting Act* and the regulations, and subject to the limitations thereof, this licence is granted to

of

to harvest wild rice on the Crown lands in Wild Rice Harvesting

Area No. subject to the following conditions:

This licence expires with the 31st day of October,

19.....

(signature of licensee)

Deputy Minister

(date of issue)

(signature of issuer)

R.R.O. 1980, Reg. 945, Form 2.

Wilderness Areas Act *Loi sur la protection des régions sauvages*

REGULATION 1098

WILDERNESS AREAS

1.—(1) The public lands described in the schedules are set apart as wilderness areas for the purposes set out in section 1 of the Act.

(2) In addition to the purposes of subsection (1), Tickell Wilderness Area is set apart for use as a landing place for watercraft.

(3) Despite subsection (1), Timber Island Wilderness Area described in Schedule 27 is set apart as a wilderness area for the preservation of the area as nearly as may be in its natural state in which research and educational activities may be carried on and for the protection of the flora and fauna. R.R.O. 1980, Reg. 946, s. 1.

ALGOMA DISTRICT

Schedule 1

HILTON TOWNSHIP WILDERNESS AREA

In the geographic Township of Hilton in the Territorial District of Algoma, containing an area of 97 acres, more or less, described as follows:

All that part of Broken Lot 20 in Concession VII in the geographic Township of Hilton lying northwesterly of a line drawn across the said lot parallel to the northwesterly limit thereof from a point in the northeasterly limit thereof distant 48 chains and 50 links measured southeasterly thereon from the most northerly angle of that lot. R.R.O. 1980, Reg. 946, Sched. 1.

Schedule 2

NEW BRUNSWICK HOUSE POST WILDERNESS AREA

In the geographic Township of Cromlech in the Territorial District of Algoma, containing an area of 137 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of Foster Lake where the same is intersected by a line drawn east astronomically from a point in the westerly boundary of the geographic Township of Cromlech, distant 60 chains measured southerly along that boundary from the northwesterly corner of that geographic township; thence in a general northwesterly direction following that water's edge to the confluence with the water's edge on the southeasterly shore of an unnamed creek connecting Foster Lake and Brunswick Lake; thence in a general northeasterly direction following the water's edge on the southeasterly shore of that unnamed creek to the confluence with the water's edge on the westerly shore of Brunswick Lake; thence in a general easterly and southeasterly direction following the water's edge on the westerly shore of Brunswick Lake to the intersection with a line drawn east astronomically from the place of beginning; thence west astronomically 57 chains, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 3.

Schedule 3

OLD BRUNSWICK HOUSE WILDERNESS AREA

In the geographic Township of Kildare in the Territorial District of Algoma, containing an area of 51 acres, more or less, described as follows:

Beginning at a point distant 94 chains measured west astronomically from a point in the easterly boundary of the geographic Township of Kildare distant 1 mile and 55 chains measured northerly along that boundary from the southeasterly corner of that geographic township; thence north astronomically to the intersection with the water's edge on the southeasterly shore of Missinaibi Lake; thence in a general southwesterly, southerly and southeasterly direction following that shore to the intersection with a line drawn west astronomically from the place of beginning; thence east astronomically to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 4.

COCHRANE DISTRICT

Schedule 4

ABITIBI LAKE NARROWS WILDERNESS AREA

In the geographic Township of Rand in the Territorial District of Cochrane, containing an area of 9.75 acres, more or less, described as follows:

Beginning at a point in the water's edge on the westerly shore of The Narrows of Lake Abitibi where the same is intersected by a line drawn east astronomically from a point distant 8 chains measured south astronomically from Station 40A as established by Speight and Van Nostrand, Ontario Land Surveyors, in the year 1908; thence west astronomically 13 chains, more or less, to the intersection with a line drawn south astronomically from a point distant 8 chains measured west astronomically from Station 40A; thence north astronomically 10 chains, more or less, to the water's edge on the westerly shore of The Narrows of Lake Abitibi; thence in a general southeasterly direction following that water's edge to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 5.

Schedule 5

OLD FORT ALBANY WILDERNESS AREA

In the Territorial District of Cochrane at approximate latitude 52° 12' 36" north and longitude 81° 38' 38" west, containing an area of 11 acres, more or less, described as follows:

Beginning at a point in the water's edge on the southeasterly shore of Fishing Creek where the same is intersected by longitude 81° 38' 38" west, said point of intersection being also distant 12,500 feet, more or less, measured south 41° 11' west from Post No. 248 planted by J. S. Dobie, Ontario Land Surveyor, on the northerly shore of the Albany River; thence in a general westerly direction following the water's edge on the southeasterly shore of Fishing Creek 5 chains; thence south astronomically 10 chains; thence east astronomically 10 chains; thence north astronomically 12 chains, more or less, to the water's edge on the southeasterly shore of that creek; thence in a general southwesterly direction following that water's edge to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 6.

Schedule 6

SANKEY TOWNSHIP NATURE RESERVE WILDERNESS AREA

In the geographic Township of Sankey, in the Territorial District of Cochrane, containing an area of 72 acres, more or less, described as follows:

Beginning at a point in the geographic Township of Sankey distant 3970 feet measured south astronomically from a point in the north boundary of the Township of Sankey, said north boundary being part of the base line run by Speight and VanNostrand, Ontario Land Sur-

veyors, in 1907, and which said point is distant 1510 feet measured easterly along the said north boundary of the township from the 1 Mile Post planted by Speight and VanNostrand, Ontario Land Surveyors, in 1907; thence east astronomically, 1980 feet; thence south astronomically, 1584 feet; thence west astronomically 1980 feet, more or less, to the intersection with a line drawn south astronomically from the point of beginning; thence north astronomically 1584 feet, more or less, to the point of beginning. R.R.O. 1980, Reg. 946, Sched. 7.

FRONTENAC COUNTY

Schedule 7

KISHKEBUS LAKE WILDERNESS AREA

In the Township of Barrie in the County of Frontenac, containing an area of 332 acres, more or less, described as follows:

1. Those parts of lots 23, 24 and 25 in Concession XIV, lying north of a line drawn north 69° 08' 20" east astronomically from a point in the westerly limit of Lot 25 distant 25 chains measured southerly thereon from the northwesterly angle of said Lot 25.
2. Lots 23, 24 and 25 in Concession XV.
3. Lot 25 in Concession XVI. R.R.O. 1980, Reg. 946, Sched. 8.

REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK

Schedule 8

TURKEY POINT WILDERNESS AREA

In that part of The Regional Municipality of Haldimand-Norfolk that was formerly the Township of Charlotteville in the County of Norfolk, containing an area of 52.85 acres, more or less, described as follows:

Beginning at a stone monument in the westerly limit of Lot 12 in front of Concession A defining the northwesterly angle of a plan registered in the Registry Office for the Registry Division of the County of Norfolk as No. 128; thence north 29° 12' 30" west along that westerly limit 1369.14 feet; thence north 29° 50' west along the westerly limit of Lot 12 in Concession A 208.34 feet; thence north 60° 10' east to a point in the easterly limit of that lot; thence south 29° 50' east along that limit 66 feet; thence south 60° 10' west 576.4 feet; thence south 29° 50' east 1511.48 feet to a survey post; thence south 60° 10' west 1427.55 feet, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 25.

HASTINGS COUNTY

Schedule 9

TICKELL WILDERNESS AREA

Gull Island, also known as Snake Island, situate in the Bay of Quinte, County of Hastings, and being distant about 55 chains south of Lot 14 in Concession I of the Township of Thurlow, and about 36 chains north from Cedar Island, including the rocks at the east end of Gull Island. R.R.O. 1980, Reg. 946, Sched. 9.

KENORA DISTRICT

Schedule 10

CAPE HENRIETTA-MARIA WILDERNESS AREA

In the Territorial District of Kenora, Patricia Portion, located at approximate latitude 55° 05' north, longitude 82° 35' west, containing an area of 225 square miles, more or less, described as follows:

Beginning at a point in the water's edge on the westerly shore of

James Bay where the same is intersected by latitude 55° 00' north; thence westerly along that latitude 24.7 miles, more or less, to the water's edge on the easterly shore of an unnamed river flowing into Hudson Bay; thence in a general northerly direction following the water's edge on the easterly shore of that river to the confluence with the water's edge on the southerly shore of that bay; thence in a general easterly, northerly and southerly direction following the water's edge on the southerly shore of that bay and the westerly shore of James Bay to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 10.

Schedule 11

DERBY LAKE WILDERNESS AREA

In the Territorial District of Kenora, located at approximate latitude 49° 09' north, longitude 93° 41' 30" west containing an area of 450 acres, more or less, described as follows:

Beginning at a point in the water's edge along the most easterly extremity of an unnamed lake distant 4,750 feet, more or less, measured north astronomically from the high-water mark of Katimiagamak Lake and being also distant 6,400 feet, more or less, measured east astronomically from the east boundary of the geographic Township of Godson; thence east astronomically 4,120 feet, more or less, to the intersection with a line drawn north astronomically from the water's edge along the most westerly extremity of an unnamed lake lying immediately north of Derby Lake; thence south astronomically 3,000 feet, more or less, to the water's edge along the most westerly extremity of the said unnamed lake; thence in a general southerly and easterly direction following the said water's edge to the water's edge on the westerly bank of a connecting stream between the said unnamed lake and Derby Lake; thence in a general southeasterly direction following the said water's edge of the connecting stream to the water's edge along the northerly shore of Derby Lake; thence in a general westerly and southeasterly direction following the said water's edge of Derby Lake to the water's edge along the northerly bank of the connecting stream between Derby Lake and Katimiagamak Lake; thence in a general southwesterly direction following the said water's edge of the connecting stream to the water's edge along the northerly shore of Katimiagamak Lake; thence in a general northwesterly direction following the said water's edge to the intersection with a line drawn south astronomically from the place of beginning; thence north astronomically 4,750 feet, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 11.

Schedule 12

ECHO TOWNSHIP WILDERNESS AREA

In the geographic Township of Echo in the Territorial District of Kenora, containing an area of 492 acres, more or less, described as follows:

Beginning at a point in the easterly limit of Lot 7 in Concession III distant 40 chains measured southerly along that limit from the north-easterly angle of that lot; thence west astronomically to the intersection with the water's edge on the easterly shore of Kathlyn Lake; thence in a general northeasterly and northerly direction following that water's edge to the intersection with the production westerly of the northerly limit of said Lot 7; thence easterly along that production and that northerly limit to the southwesterly angle of Lot 6 in Concession IV; thence northerly along the westerly limit of that lot 40 chains, more or less, to the line between the north and south halves of that lot; thence easterly along the line between the north and south halves of that lot to the westerly limit of Lot 5 in Concession IV; thence easterly in a straight line across that lot 40 chains, more or less, to a point in the easterly limit of that lot distant 40 chains measured northerly along that limit from the southeasterly angle of that lot; thence southerly along the easterly limit of that lot 40 chains to the southeasterly angle of that lot; thence westerly along the line between Concession III and IV, 40 chains, more or less, to the northeasterly angle of Lot 6 in Concession III; thence southerly along the easterly limit of that lot 40 chains, more or less, to the intersection with a line drawn east astronomically from the place of

beginning; thence west astronomically 40 chains, more or less, to the place of beginning.

Saving and excepting thereout and therefrom a strip of land 66 feet in perpendicular width lying 33 feet on either side of a centre line and centre line produced, which said centre line may be more particularly described as follows:

Beginning at a point distant 3.48 chains measured east astronomically from a point distant 40 chains measured southerly along the easterly limit of Lot 7 in Concession III; thence north 0° 09' 30" west astronomically 80 chains, more or less, to a point in the line between the north and south halves of Lot 6 in Concession IV, distant 3.3833 chains, more or less, measured easterly along that line from the westerly limit of that lot. R.R.O. 1980, Reg. 946, Sched. 12.

Schedule 13

THE JONES ROAD WILDERNESS AREA

In unsurveyed territory north of the geographic Township of Jackman in the Territorial District of Kenora containing an area of 640 acres, more or less, and being all that portion of land lying 500 feet in perpendicular distance on either side of the limits of that road known as the Jones Road, extending from the northerly boundary of the geographic Township of Jackman to a line drawn north astronomically from a point distant 29 chains measured west astronomically from the water's edge on the most easterly extremity of John Lake. R.R.O. 1980, Reg. 946, Sched. 13.

Schedule 14

MASSACRE ISLAND WILDERNESS AREA

Massacre Island situate in Lake of the Woods in the Territorial District of Kenora located at approximate latitude 49° 16' north and longitude 94° 46' west, containing an area of 78 acres, more or less. R.R.O. 1980, Reg. 946, Sched. 14.

Schedule 15

SIOUX MOUNTAIN WILDERNESS AREA

In the geographic Township of Drayton in the Territorial District of Kenora and being the whole of Lot 20 in Concession I, containing an area of 28.398 acres, more or less.

Excepting thereout and therefrom a strip of land 100 feet in perpendicular width lying 50 feet on either side of a centre line and centre line produced, which said centre line may be more particularly described as follows:

Beginning at a point in the westerly limit of said Lot 20 distant 417.87 feet measured southerly along that limit from the northwesterly angle of that lot; thence north 57° 15' east astronomically 254.8 feet; thence north 49° 44' east astronomically 434.5 feet, more or less, to a point in the northerly limit of said Lot 20. R.R.O. 1980, Reg. 946, Sched. 15.

Schedule 16

SUTTON LAKE GORGE WILDERNESS AREA

In the Territorial District of Kenora, Patricia Portion, containing an area of 125 acres, more or less, described as follows:

Beginning at a point in the water's edge on an extremity of land on the northerly shore of Sutton Lake at approximate latitude 54° 25' north and longitude 84° 41' west; thence west astronomically 25 chains; thence north astronomically 50 chains; thence east astronomically 25 chains; thence south astronomically 50 chains, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 16.

Schedule 17

WHITE OTTER LAKE WILDERNESS AREA

In unsurveyed territory in the Territorial District of Kenora located at approximate latitude 49° 10' 30" north and longitude 91° 54' 30" west, containing an area of 41 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of White Otter Lake distant 129.5 chains, more or less, measured south astronomically from the most northerly extremity of McQuat Bay of that lake; thence north 50° 00' east astronomically 13 chains; thence south 40° 00' east astronomically 35 chains; thence south 50° 00' west astronomically 19 chains, more or less, to the water's edge on the easterly shore of that lake; thence in a general northerly and northwesterly direction following that water's edge to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 17.

KENT COUNTY

Schedule 18

RONDEAU PROVINCIAL PARK WILDERNESS AREA

In the Township of Harwich in the County of Kent and being composed of part of Rondeau Provincial Park containing an area of 559.74 acres, more or less, described as follows:

Beginning at a point distant 5.573 chains measured west astronomically from the southwesterly angle of Lot 311 according to a plan of subdivision of part of Rondeau Provincial Park prepared by R. W. Code, Ontario Land Surveyor, dated November 22nd, 1945, of record in the Department of Lands and Forests, Ontario; thence south 5° 43' west 36.923 chains; thence south 12° 13' west 18.546 chains, more or less, to the intersection with a line drawn west astronomically from the southwesterly angle of Lot 361 according to said plan of subdivision; thence west astronomically 103.2 chains, more or less, to the water's edge on the easterly shore of Long Pond; thence in a general northeasterly direction following the said water's edge to the intersection with a line drawn west astronomically from the place of beginning; thence east astronomically 98.8 chains, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 18.

LAMBTON COUNTY

Schedule 19

THE PINERY PROVINCIAL PARK DUNE FOREST WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 129.5 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the southwesterly limit of Lot 30 in Lake Road West Concession distant 4062.83 feet measured northwesterly thereon from the most southerly angle of that lot; thence northerly along the southwesterly limit of that lot 400 feet; thence north 46° 30' east 820 feet; thence north 35° 30' east 700 feet; thence north 78° 30' east 930 feet; thence north 66° 30' east 1830 feet; thence south 36° 30' east 1160 feet; thence south 58° 00' west 1260 feet; thence south 61° 30' west 95 feet; thence south 11° 00' west 480 feet; thence north 86° 30' west 1000 feet; thence south 59° 00' west 748 feet, more or less, to a point in the southwesterly limit of Lot 30, Lake Road West Concession; thence northwesterly along the southwesterly limit of that lot 628 feet, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 19.

Schedule 20

THE PINERY PROVINCIAL PARK FLOOD-PLAIN WILDERNESS AREA

In the Township of Bosanquet, in the County of Lambton, containing an area of 25 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the water's edge on the southeasterly shore of the Ausable River, distant 300 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 17 in Lake Road West Concession; thence in a general northerly and easterly direction following that water's edge 1850 feet, more or less, to a point distant 500 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 16 in Lake Road West Concession; thence southeasterly parallel to the southwesterly limit of that lot 330 feet, more or less, to the northwesterly limit of a travelled road; thence in a general southwesterly direction along the northwesterly limit of that road to a point therein, distant 300 feet measured northeasterly and perpendicularly to the southwesterly limit of Lot 17 in Lake Road West Concession; thence northwesterly parallel to the southwesterly limit of that lot 420 feet, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 20.

Schedule 21

THE PINERY PROVINCIAL PARK FOREST WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 197 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the water's edge on the northwesterly shore of the Ausable River where the same is intersected by a production of the northeasterly limit of Lot 11 in Lake Road West Concession; thence north $59^{\circ} 10' 55''$ west along that production 25.02 feet to a survey post planted; thence continuing north $59^{\circ} 10' 55''$ west along that production and the northeasterly limit of that lot 1454.19 feet to a survey post planted; thence continuing north $59^{\circ} 10' 55''$ west along the northeasterly limit of that lot 1630 feet; thence south $50^{\circ} 00'$ west 180 feet, more or less, to the northeasterly limit of a travelled road; thence in a general southwesterly direction following the southeasterly limit of that road to the intersection with the water's edge on the northwesterly shore of the Ausable River; thence in a general northeasterly direction following that water's edge to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 21.

Schedule 22

THE PINERY PROVINCIAL PARK SHORE WILDERNESS AREA

In the Township of Bosanquet in the County of Lambton, containing an area of 75 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and referred to the meridian through the most easterly angle of Lot 1 in Lake Road East Concession in the Township of Bosanquet:

Beginning at a point in the northeasterly limit of Lot 21 in Lake Road West Concession distant 4330 feet measured northwesterly along the northeasterly limit of that lot from the most easterly angle thereof; thence south $51^{\circ} 00'$ west 2950 feet; thence north $39^{\circ} 00'$ west 1160 feet, more or less, to the water's edge on the southerly shore of Lake Huron; thence in a general northeasterly direction following that water's edge to the intersection with the production northwesterly of the northeasterly limit of Lot 21 in Lake Road West Concession; thence southwesterly along that production and that northeasterly limit 1050 feet, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 22.

MANITOULIN DISTRICT

Schedule 23

CRATER LAKES WILDERNESS AREA

In the geographic Township of Killarney in the Territorial District of Manitoulin containing an area of 550 acres, more or less, described as follows:

Beginning at a point in the water's edge on the northerly shore of Baie Fine of Narrow Bay where the same is intersected by a line drawn north astronomically from a point in the northerly boundary of the geographic Township of Rutherford distant 14 chains measured easterly thereon from the northwesterly corner of Section 20 in the said geographic township; thence north astronomically 42 chains; thence west astronomically 80 chains; thence south astronomically 85 chains, more or less, to the water's edge on the northerly shore of Narrow Bay on the North Channel of Lake Huron; thence in a general northeasterly direction following the water's edge on the northerly shore of that bay and Baie Fine to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 23.

MUSKOKA DISTRICT

Schedule 24

McCRAE LAKE WILDERNESS AREA

In the geographic Township of Baxter in the Territorial District of Muskoka, containing an area of 625 acres, more or less, described as follows:

Beginning at a point in the westerly limit of Lot 30 in Concession XV, distant 25 chains measured northerly along that limit from the southwesterly angle thereof; thence north $69^{\circ} 08' 20''$ east across lots 30, 29 and 28 in Concession XV to a point in the easterly limit of that last-mentioned lot; thence northerly along the easterly limit of Lot 28 to the northeasterly angle of that lot; thence easterly along the line between Concessions XV and XVI to the intersection with a line drawn south $20^{\circ} 51' 40''$ east from a point in the northerly limit of Lot 26 in Concession XVI, distant 5 chains measured westerly along the northerly limit of that lot from the northeasterly angle thereof; thence north $20^{\circ} 51' 40''$ west to the northerly limit of that lot; thence westerly along the northerly limit of that lot and its production westerly to the water's edge on the westerly shore of an unnamed bay of McCrae Lake; thence westerly in a straight line to and along the northerly limit of lots 27 and 28 in Concession XVI and continuing westerly along the production westerly of the northerly limit of Lot 28 to the water's edge on the easterly shore of an unnamed island in McCrae Lake; thence westerly in a straight line to and along the northerly limit of lots 29 and 30 in Concession XVI on the said island and continuing westerly along the production westerly of the northerly limit of that part of Lot 30 on the said island to the water's edge on the westerly shore of McCrae Lake; thence westerly in a straight line to the northwesterly angle of Lot 30 in Concession XVI; thence southerly along the westerly limit of Lot 30 in Concession XVI and Lot 30 in Concession XV to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 24.

NORTHUMBERLAND COUNTY

Schedule 25

PRESQU'ILE ISLANDS WILDERNESS AREA

In Presqu'ile Provincial Park in the Township of Brighton in the County of Northumberland, containing an area of 322 acres, more or less, and being composed of Block 'B' according to a plan registered in the Registry Office for the East Riding of the Registry Division of the County of Northumberland as Plan No. 145. R.R.O. 1980, Reg. 946, Sched. 26.

PARRY SOUND DISTRICT

Schedule 26

BLAIR TOWNSHIP NATURE RESERVE WILDERNESS AREA

In the geographic Township of Blair in the Territorial District of Parry Sound, containing an area of 150 acres, more or less, described as follows:

Beginning at a point in the southerly limit of Lot 29, in Concession VI, in the geographic Township of Blair, distant 400 feet measured westerly along the said southerly limit from the southeasterly corner of said Lot 29; thence north $20^{\circ} 51' 40''$ west, 300 feet; thence north $69^{\circ} 08' 20''$ east, 400 feet, more or less, to the intersection with the easterly limit of said Lot 29; thence northerly along the said easterly limit to the intersection with the southerly limit of the right of way of a travelled road; thence in a general northwesterly direction along the said limit of the right of way to the intersection with the westerly limit of Lot 30, in Concession VI; thence southerly along the said westerly limit to the southwesterly corner thereof; thence easterly along the southerly limit of lots 30 and 29, in Concession VI, to the point of beginning. R.R.O. 1980, Reg. 946, Sched. 27.

PRINCE EDWARD COUNTY

Schedule 27

TIMBER ISLAND WILDERNESS AREA

Timber Island, situate in Lake Ontario in the Township of South Marysburgh in the County of Prince Edward, containing 101 acres, more or less. R.R.O. 1980, Reg. 946, Sched. 28.

RAINY RIVER DISTRICT

Schedule 28

SHOAL LAKE WILDERNESS AREA

In the Territorial District of Rainy River, being composed of parts of Mining Location K-75 on Shoal Lake, containing an area of 14.40 acres, more or less, described as follows:

Premising that the easterly limit of Mining Location K-75 has an astronomical course of due north derived from observations and relating all bearings herein thereto.

Firstly: Part of Mining Location K-75, containing an area of 5.06 acres, more or less.

Beginning at a survey post planted in the east limit of said Mining Location K-75 distant 224.58 feet measured due north along the said east limit from a survey post planted defining the southwesterly corner of Mining Location K-74; thence due south along the said east limit, 133.41 feet, more or less, to the northerly limit of a right of way having a perpendicular width of 20 feet; thence southwesterly along the said right of way limit on the following bearings and distances; south $78^{\circ} 21' 30''$ west, 1.43 feet; south $85^{\circ} 23' 30''$ west, 305.81 feet; north $85^{\circ} 37' 30''$ west, 103.49 feet; south $81^{\circ} 18' 30''$ west, 214.74 feet; south $68^{\circ} 05' 05''$ west, 120.58 feet; thence south $59^{\circ} 48' 30''$ west along the said right of way limit, 366.02 feet, more or less, to the intersection with the west limit of said Mining Location K-75; thence due north along the said west limit, 411.71 feet to a survey post planted; thence due east, 1050.00 feet to the place of beginning.

Secondly: Part of Mining Location K-75, containing an area of 9.34 acres, more or less.

Beginning where a survey post has been planted at the intersection of the east limit of Mining Location K-75 with the inner limit of the 66 foot road allowance laid out along the shore of Shoal Lake and which survey post defines the southwesterly corner of Mining Location K-74; thence due north along the said east limit, 70.93 feet to the southerly limit of a right of way having a perpendicular width of 20 feet; thence southwesterly along the said right of way limit on the

following bearings and distances; south $85^{\circ} 23' 30''$ west, 307.19 feet; north $85^{\circ} 37' 30''$ west, 102.77 feet; south $81^{\circ} 18' 30''$ west, 210.12 feet; south $68^{\circ} 05' 05''$ west, 116.82 feet; thence south $59^{\circ} 48' 30''$ west along the said right of way limit, 376.22 feet, more or less, to the intersection with the west limit of said Mining Location K-75; thence due south along the said west limit, 265.15 feet to a survey post planted; thence due east, 761.68 feet to a survey post planted in the inner limit of the 66 foot road allowance laid out along the shore of Shoal Lake; thence in a general northerly and northeasterly direction following the said inner limit to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 29.

SUDBURY DISTRICT

Schedule 29

EIGHTEEN MILE ISLAND WILDERNESS AREA

In the geographic Township of Mason in the Territorial District of Sudbury, containing an area of 482 acres, more or less, described as follows:

Beginning at the southwesterly angle of Lot 8, Concession III in the geographic Township of Mason; thence easterly along the southerly boundary of that lot 40.66 chains, more or less, to the southeasterly angle of that lot; thence easterly along the southerly limit of Lot 7 a distance of 20.0 chains; thence north astronomically 79.16 chains, more or less, to the northerly limit of that lot; thence westerly along the northerly limit of that lot and Lot 8, Concession III to the northwesterly angle of the said Lot 8; thence southerly along the westerly limit of that lot 79.63 chains, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 30.

Schedule 30

FAIRY POINT WILDERNESS AREA

In the geographic Township of Missinaibi in the Territorial District of Sudbury, containing an area of 640 acres, more or less, described as follows:

Beginning at a point in the water's edge on the easterly shore of Baltic Bay of Missinaibi Lake where the same is intersected by a line drawn north $69^{\circ} 27'$ west from a point distant 61.5 chains measured south astronomically from a witness post planted in the northerly boundary of the geographic Township of Missinaibi marked 1 mile - 1 chain east; thence in a general southwesterly, northerly, westerly, southerly and northeasterly direction following the water's edge on the easterly shore of Baltic Bay of Missinaibi Lake and the water's edge on the northerly shore of that lake to the intersection with a line drawn south $69^{\circ} 27'$ east from the place of beginning; thence north $69^{\circ} 27'$ west 94 chains, more or less, to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 31.

Schedule 31

WHITEFISH FALLS WILDERNESS AREA

In the geographic Township of Missinaibi in the Territorial District of Sudbury, containing an area of 266 acres, more or less, described as follows:

Beginning at a witness post planted in the northerly boundary of the geographic Township of Missinaibi marked 4 miles - 7 chains west; thence south $31^{\circ} 30'$ east 37 chains; thence south $58^{\circ} 30'$ west 80 chains; thence north $31^{\circ} 30'$ west 36 chains, more or less, to the water's edge on the southerly shore of Missinaibi Lake; thence in a general northeasterly, southerly, easterly, northerly and northeasterly direction following that water's edge to the intersection with the northerly boundary of the geographic Township of Missinaibi; thence easterly along that boundary to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 32.

THUNDER BAY DISTRICT

Schedule 32

AGATE ISLAND WILDERNESS AREA

Agate Island situate in Lake Superior in the Territorial District of Thunder Bay, located at approximate latitude 48° 42' north and longitude 87° 59' west, containing an area of 148 acres, more or less. R.R.O. 1980, Reg. 946, Sched. 33.

Schedule 33

BAT CAVE WILDERNESS AREA

In the geographic Township of Dorion in the Territorial District of Thunder Bay, containing an area of 177 acres, more or less, described as follows:

Beginning at a point in the northerly limit of Lot 14 in Concession IX, distant 22.22 chains measured easterly along that limit from the northwesterly angle of that lot; thence south astronomically to the southerly limit of that lot; thence easterly along the southerly limit of that lot to the westerly limit of Mining Location 8L; thence southerly along the westerly limit of that mining location to the southwesterly corner thereof; thence easterly along the southerly limit of that mining location 20 chains; thence northerly in a straight line to the southwesterly corner of Mining Location 7L; thence northerly along the westerly limit of that mining location to the northwesterly corner thereof; thence westerly along the northerly limit of Lot 14 in Concession IX to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 34.

Schedule 34

GANLEY HARBOUR WILDERNESS AREA

In unsurveyed territory in the Territorial District of Thunder Bay located at approximate latitude 47° 56' north, longitude 85° 44' west, containing an area of 6.5 acres, more or less, described as follows:

Beginning at a point in the water's edge on the most westerly extremity of Ganley Harbour of Lake Superior; thence west astronomically to the water's edge on the easterly shore of that lake; thence in a general southeasterly, easterly, northeasterly and northwesterly direction following the water's edge of that lake and Ganley Harbour of that lake to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 35.

Schedule 35

OUTER BARN ISLAND WILDERNESS AREA

Outer Barn Island situate in Lake Nipigon in the Territorial District of Thunder Bay at approximate latitude 50° 01' north and longi-

tude 88° 47' west, containing an area of 161 acres, more or less. R.R.O. 1980, Reg. 946, Sched. 36.

Schedule 36

SLEEPING GIANT WILDERNESS AREA

In the geographic Township of Sibley in the Territorial District of Thunder Bay, containing an area of 633 acres, more or less, described as follows:

Beginning at the northwesterly corner of Section 3 in the geographic Township of Sibley; thence southerly along the westerly limit of that section and Mining Location O and its production southerly to the water's edge of Lake Superior; thence in a general southwesterly direction following that water's edge to the easterly limit of the lighthouse reserve vested in the Government of Canada by an Order in Council dated January 11th, 1901; thence northerly along the easterly limit of that reserve to the northeasterly corner thereof; thence westerly along the northerly limit of that reserve to the water's edge on the easterly shore of Thunder Bay of Lake Superior; thence in a general northerly direction following that water's edge to the production westerly of the southerly limit of Section 2 in the said geographic township of Sibley; thence easterly along that production and that southerly limit to the place of beginning. R.R.O. 1980, Reg. 946, Sched. 38.

RAINY RIVER DISTRICT

Schedule 37

LAC LA CROIX WILDERNESS AREA

In the Territorial District of Rainy River, containing a total area of 28.95 acres, more or less, described as follows:

Premising that the bearings hereinafter mentioned are astronomical and are referred to the northerly limit of Mining Claim FF 2734 having a bearing of north 87° 27' west:

1. Beginning at a point distant 1031.34 feet measured south 42° 02' 14" west from the international boundary monument Number 495 at Latitude 48° 16' 40.75" and Longitude 92° 17' 44.23"; thence north 2° 15' east 795.96 feet; thence north 87° 27' west 205.32 feet; thence north 2° 33' east 600.0 feet; thence south 87° 27' east 422.20 feet, more or less, to the water's edge of Lac La Croix; thence in a southeasterly direction following that water's edge and the water's edge of a body of water joining Lac La Croix and Loon Lake and the water's edge of Loon Lake to a line drawn south 85° 55' east from the point of beginning; thence north 85° 55' west 1147 feet, more or less, to the point of beginning.
2. Island CL 155 in Lac La Croix at Latitude 48° 20' 59.13" and Longitude 92° 11' 25.71". R.R.O. 1980, Reg. 946, Sched. 39.

Wine Content Act *Loi sur le contenu du vin*

REGULATION 1099

WINE BLENDING REQUIREMENTS

1. In this Regulation, "year" means the twelve-month period from the 1st day of September to the 31st day of August. O. Reg. 542/88, s. 1.

2.—(1) A winery that sells or keeps for sale wine manufactured using imported grapes or grape product in accordance with the Act shall purchase a quota of Ontario grapes each year.

(2) The Wine Council of Ontario is designated as the body to determine the quota of grapes that must be purchased by a winery in each year.

(3) In establishing the annual quota for a winery, the Wine Council of Ontario shall determine the winery's share of Ontario grape purchase.

(4) In each year, the Ontario grape purchase by all wineries shall be at least 25,000 tons (22,680 tonnes) of Ontario grapes of which at least 20,000 (18,144 tonnes) tons shall be of the vinifera and French hybrid varieties of grapes set out in the Schedule.

(5) If, in any year, 20,000 tons (18,144 tonnes) of Ontario grapes of the vinifera and French hybrid varieties set out in the Schedule are not available for purchase by the wineries, the Wine Council of Ontario shall make a proportional adjustment to each winery's quota. O. Reg. 542/88, s. 2.

3.—(1) A winery that uses imported grapes or grape product in the manufacture of wine shall do so in combination with Ontario grapes or grape product.

(2) The contents of each brand of wine manufactured by a winery shall consist of no less than 30 per cent Ontario grapes or grape product. O. Reg. 542/88, s. 3.

4.—(1) Wine is classified as table wine if,

- (a) it is manufactured by a winery using imported grapes or grape product;
- (b) it does not, except for grapes of an American hybrid variety set out in the Schedule, include any *labrusca* grapes or grape product resulting from *labrusca* grapes; and
- (c) it meets the requirement set out in subsection (2).

(2) For the purpose of clause (1) (c), the total volume, measured on the 30th day of November in the year the wine is manufactured, of wine from one tonne of grapes may not be more than 902 litres.

(3) A winery shall not call a wine a table wine unless it is classified as such. O. Reg. 542/88, s. 4.

5.—(1) No winery shall, in any year, add grapes grown out of Ontario or imported grape product into wine without notifying the Board at the start of the year, in writing, of its intention to do so.

(2) Every winery manufacturing wine using imported grapes or grape product shall,

(a) maintain a record of,

- (i) the quantity of Ontario grapes or grape product acquired by the winery, and
- (ii) the times that acquisitions of Ontario grapes or grape product;

(b) supply to the Board,

- (i) a copy of each order that the winery has placed for grapes grown out of Ontario or imported grape product, within thirty days after placing the order,
- (ii) the customs declaration and bills of lading for each order that the winery has placed for grapes grown out of Ontario or imported grape product, within thirty days after receiving the documents,
- (iii) at the request of the Board, samples of the imported grapes and grape product referred to in subclauses (i) and (ii) sufficient for analysis, and
- (iv) at the request of the Board, evidence that the winery has purchased its quota of grapes.

(3) The records required under clause (2) (a) shall be kept for twenty-four months after the entry was made. O. Reg. 542/88, s. 5.

Schedule

French Hybrids—Red (*Vinifera* Hybrid)

Baco Noir, Cascade, Chambourcin, Chancellor, Seibel 13053, Villard Noir, De Chaunac, Chelois, Rosette, Marechal Foch, Leon Milot, Le Commandant, Castel, B.S. 2846, Landot, Colobel.

French Hybrids—White (*Vinifera* Hybrid)

Aurore, Seibel 8229, Seibel 10868, Seibel 13047, Verdelet, Seyve-Villard 172, S.V. 23-512, Seyval Blanc, Vidal 256, Siegfried Rebe, Couderc 29935, Florental, Cayuga White, Vee Blanc, V50201, Vivant, JS23-0416, V65-232, Canada Muscat, N.Y. Muscat.

Vinifera

J. Riesling, Welch Riesling, Bacchus, Kerner, Scheurebe.

Gamay, Aligote.

Chardonnay.

Auyerrios, Cabernet Franc, Cabernet Sauvignon, Gewurztraminer, Merlot, Pinot Gris, Pinot Noir.

American Hybrids

Delaware, Duchess, Alden, Vincent.

O. Reg. 542/88, Sched.

Woodlands Improvement Act
Loi sur l'amélioration des terrains boisés

REGULATION 1100

GENERAL

1. The parts of Ontario described in the Schedules to Appendix A are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1980, Reg. 948, s. 1.

2. The parts of Ontario described in the Schedules to Appendix B are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1980, Reg. 948, s. 2.

3. The parts of Ontario described in the Schedules to Appendix C are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1980, Reg. 948, s. 3.

4. The parts of Ontario described in the Schedules to Appendix D are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1980, Reg. 948, s. 4.

5. The parts of Ontario described in the Schedules to Appendix E are designated as private forest management areas, each to be known by the name in the heading of the Schedule. R.R.O. 1980, Reg. 948, s. 5.

6. A reference in this Regulation to the Schedules to Appendix A, B, C, D or E, is a reference to the Schedules to Appendix A, B, C, D or E, as the case may be, in Regulation 948 of Revised Regulations of Ontario, 1980, as that Schedule read on the day before the coming into force of Revised Regulations of Ontario, 1990. *New.*

Workers' Compensation Act *Loi sur les accidents du travail*

REGULATION 1101

FIRST AID REQUIREMENTS

1.—(1) A first aid station shall contain,

- (a) a first aid box containing the items required by this Regulation; and
- (b) a notice board displaying,
 - (i) the Board's poster known as Form 82,
 - (ii) the valid first aid certificates of qualification of the trained workers on duty, and
 - (iii) an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection. R.R.O. 1980, Reg. 950, s. 1 (1); O. Reg. 525/83, s. 1.

(2) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation. R.R.O. 1980, Reg. 950, s. 1 (2); O. Reg. 525/83, s. 1.

(3) First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress. R.R.O. 1980, Reg. 950, s. 1 (3); O. Reg. 525/83, s. 1.

2.—(1) A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.

(2) The box shall be large enough so that each item is in plain view and easily accessible. R.R.O. 1980, Reg. 950, s. 2.

3. Every employer shall at all times keep posted in other conspicuous places in the place of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment. R.R.O. 1980, Reg. 950, s. 3.

4. The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer. R.R.O. 1980, Reg. 950, s. 4.

5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given. R.R.O. 1980, Reg. 950, s. 5; O. Reg. 525/83, s. 1.

6. Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection. R.R.O. 1980, Reg. 950, s. 6.

7. The Board or its appointees may make inspections of first aid stations, appliances, services and records. R.R.O. 1980, Reg. 950, s. 7.

FIRST AID REQUIREMENTS

8.—(1) Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 12 adhesive dressings individually wrapped,
 - (ii) 4 sterile gauze pads, 3 inches square,
 - (iii) 2 rolls of gauze bandage, 2 inches wide,
 - (iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
 - (v) 1 triangular bandage. R.R.O. 1980, Reg. 950, s. 8 (1); O. Reg. 525/83, s. 1.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the station. R.R.O. 1980, Reg. 950, s. 8 (2); O. Reg. 525/83, s. 1.

9.—(1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 24 adhesive dressings individually wrapped,
 - (ii) 12 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 2-inch gauze bandage,
 - (iv) 4 rolls of 4-inch gauze bandage,
 - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (vi) 6 triangular bandages,
 - (vii) 2 rolls of splint padding, and
 - (viii) 1 roll-up splint. R.R.O. 1980, Reg. 950, s. 9 (1); O. Reg. 525/83, s. 1.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the box. R.R.O. 1980, Reg. 950, s. 9 (2); O. Reg. 525/83, s. 1.

10.—(1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 24 safety pins;
- (c) 1 basin, preferably stainless steel; and
- (d) dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (vi) 8 rolls of 4-inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and
 - (x) 2 rolls of splint padding. R.R.O. 1980, Reg. 950, s. 10 (1); O. Reg. 525/83, s. 1.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

- (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
- (b) works in the immediate vicinity of the box. R.R.O. 1980, Reg. 950, s. 10 (2); O. Reg. 525/83, s. 1.

FIRST AID ROOM

11.—(1) Every employer employing 200 or more workers in any one shift at a place of employment shall provide and maintain a first aid room equipped with,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) instruments consisting of,
 - (i) dressing scissors,
 - (ii) dressing forceps,
 - (iii) safety pins,
 - (iv) graduated medicine glass,
 - (v) tongue depressors, and

(vi) applicators, cotton tipped;

(c) denatured ethyl alcohol;

(d) dressings consisting of,

- (i) adhesive dressings, individually wrapped,
- (ii) sterile gauze pads of assorted sizes, individually wrapped,
- (iii) gauze bandages of assorted sizes,
- (iv) adhesive plaster,
- (v) absorbent cotton,
- (vi) triangular bandages,
- (vii) splints of assorted sizes, and
- (viii) splint padding; and

(e) furnishings consisting of,

- (i) hot and cold running water,
- (ii) 3 washbasins, preferably stainless steel,
- (iii) 1 instrument sterilizer,
- (iv) 1 cabinet for surgical dressings,
- (v) 1 enamel foot bath,
- (vi) 1 sanitary disposal receptacle with lid,
- (vii) 1 first aid box containing as a minimum the items required by subsection 9 (1), for use by the attendant at the scene of an accident before the patient is moved to the first aid room or general hospital,
- (viii) 1 couch curtained off or in a separate cubicle,
- (ix) 1 stretcher, and
- (x) 2 blankets. R.R.O. 1980, Reg. 950, s. 11 (1); O. Reg. 525/83, s. 1.

(2) The employer shall ensure that the first aid room is in the charge of,

- (a) a registered nurse; or
- (b) a worker who,
 - (i) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent,
 - (ii) works in the immediate vicinity of the first aid room, and
 - (iii) does not perform other work of a nature that is likely to affect adversely his or her ability to administer first aid. R.R.O. 1980, Reg. 950, s. 11 (2); O. Reg. 525/83, s. 1.

(3) The certificate referred to in subclause (2) (b) (i) shall be prominently displayed in the first aid room. R.R.O. 1980, Reg. 950, s. 11 (3).

12. Where the first aid station referred to in section 9 or 10 or the first aid room referred to in section 11 is not easily accessible in order to provide prompt treatment of any worker, an additional first aid

station or stations shall be established to comply with subsection 1 (3). R.R.O. 1980, Reg. 950, s. 12; O. Reg. 525/83, s. 1.

TRANSPORTATION, CONSTRUCTION, FARM AND BUSH SITES

13. For the purposes of sections 8, 9, 10 and 11,

- (a) a railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;
- (b) the central point from which bush workers are dispatched daily to work sites;
- (c) a vehicle being used by an employer to transport workers; or
- (d) the site of the construction, repair or demolition of a building,

shall be deemed to be a place of employment. R.R.O. 1980, Reg. 950, s. 13; O. Reg. 525/83, s. 1.

14.—(1) Where the place of employment is the site of construction, repair or demolition of a building, a first aid station shall be maintained in the time office for the project.

(2) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site and section 1 applies. R.R.O. 1980, Reg. 950, s. 14.

15. Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers. R.R.O. 1980, Reg. 950, s. 15; O. Reg. 525/83, s. 1.

16.—(1) Every employer of bush workers or farm workers, or both, shall provide at a central location a first aid box containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins;
- (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages. R.R.O. 1980, Reg. 950, s. 16 (1).

(2) Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins;
- (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,

(iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and

(v) 4 triangular bandages. R.R.O. 1980, Reg. 950, s. 16 (2); O. Reg. 525/83, s. 1.

(3) The employer of workers engaged in transporting goods outside an urban area in a vehicle shall equip the vehicle with a first aid kit containing,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) dressings consisting of,
 - (i) 12 adhesive dressings, individually wrapped,
 - (ii) 1 four-inch bandage compress,
 - (iii) 2 two-inch bandage compresses, and
 - (iv) 1 triangular bandage. R.R.O. 1980, Reg. 950, s. 16 (3); O. Reg. 525/83, s. 1.

(4) Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit containing the items required by subsection (3). R.R.O. 1980, Reg. 950, s. 16 (4); O. Reg. 525/83, s. 1.

(5) A bus operated on a route other than an urban route shall be equipped with a first aid kit containing the items required by subsection (3).

(6) Motive power units of all railways other than units used in yard service shall be equipped with a first aid box equipped with the items required by subsection (2). R.R.O. 1980, Reg. 950, s. 16 (5, 6).

REGULATION 1102

GENERAL

DEFINITIONS

1. In this Regulation,

“farm” means premises the whole or part of which are used for agricultural purposes and, without limiting the generality of the foregoing, includes premises used for,

- (a) the production of plants for the purpose of the sale of such plants, or any part thereof, and
- (b) the production, including breeding, rearing or fattening of animals for the purpose of the sale of such animals, or any part thereof, or for the purpose of racing or exhibiting such animals;

“office building” means a building used or occupied, wholly or partly, for office purposes;

“restaurant” means a cafe, cafeteria, dining room, tea room or coffee room or any place where meals or refreshments are served on order to the public. R.R.O. 1980, Reg. 951, s. 1.

INDUSTRIES EXCLUDED FROM PART I OF THE ACT

2. The following industries are excluded from the operation of Part I of the Act:

- 1. Barbering and shoe-shining establishments.

2. Educational work, veterinary work and dentistry.
3. Funeral directing and embalming.
4. The business of a photographer.
5. Taxidermy. R.R.O. 1980, Reg. 951, s. 2.

TORONTO FIRE DEPARTMENT EXCLUDED

3. Part I of the Act does not apply to the permanent workers of the Fire Department of the City of Toronto who are under The Toronto Fire Department Superannuation and Benefit Fund. R.R.O. 1980, Reg. 951, s. 3; O. Reg. 526/83, s. 1.

4. Subject to section 8,

- (a) anything not itself done by the employer as a business or trade or for profit or gain if, but for this section, it would be an industry included in Schedule 1, is excluded from the operation of Part I of the Act, except where it is done as a part of or process in or incidentally to or for or for the purpose of an industry in Schedule 1; and
- (b) where anything not itself done by the employer as a business or trade or for profit or gain is done as a part of or process in or incidentally to or for or for the purpose of an industry in Schedule 1, it is included in the class in Schedule 1 in which the last-mentioned industry is included. R.R.O. 1980, Reg. 951, s. 4.

INDUSTRY REGARDED AS A UNIT

5.—(1) For the purpose of determining and fixing the percentage, rate or sum to be assessed and levied upon employers, an industry, including its various operations, shall be regarded as a unit.

(2) The several operations in an industry shall not be segregated and shall not be given a separate rate of assessment, except that,

- (a) where operations in each of two or more subclasses or groups of industries are so intermingled as to make difficult the apportionment of the cost of accidents happening in the operations to the appropriate subclasses or groups, the operations shall be rated and assessed separately, but the amounts received shall be allocated to the class, subclass or group of industries to which the preponderant part of the industry belongs;
- (b) where an employer carries on operations in each of two or more classes, subclasses or groups of industries, each operation being carried on as a business or trade or for profit or gain and there is a definite segregation of payrolls, each operation may be dealt with as an industry and may be separately rated and assigned to the class, subclass or group to which that industry would ordinarily belong;
- (c) where an employer has operations bearing different rates of assessments and general operations or payrolls that are common to all, for purposes of assessment the payroll for the general operations shall be apportioned proportionately at the different rates;
- (d) building construction work, excluding ordinary wear and tear repair work, ordinarily done by employers in Class 24, where the yearly payroll exceeds \$1,000, shall be segregated and separately rated;
- (e) logging ordinarily done by employers in Class 1, logging done by employers in the industry of farming in Class 27, and tree trimming or tree surgery done by landscaping firms in Class 24, where the yearly payroll exceeds \$1,000, shall be segregated and separately rated;
- (f) field activity of architects, engineers or geologists, where

the yearly payroll exceeds \$1,000, shall be segregated and separately rated at the rate for the project concerned; and

- (g) a store operated in conjunction with a general lumber or builders' supplies business and open to the general public, where the yearly payroll exceeds \$1,000, shall be segregated and separately rated.

(3) Where distinctly separate plants or establishments are operated in the same industry, the employer may transmit to the Board separate payrolls, and in that case the payrolls shall bear the rate of assessment chargeable to the industry.

(4) Where an associated employer performs any service that normally would be an integral part of an industry or business named in Part I of the Act, the associated employer shall be classified and rated the same as the industry for which the service is performed and, where more than one rate of assessment is involved, the payroll for the associated employer shall be apportioned proportionately at the different appropriate rates. R.R.O. 1980, Reg. 951, s. 5.

6.—(1) The increase of assessment that the Board may levy under subsection 103 (8) of the Act shall be levied where an employer within an individual rating classification,

- (a) has incurred in two of the last three complete years of operation a deficit accident cost experience, including the employer's proper share of administration, safety and other expenses;
- (b) has incurred a lifetime deficit accident cost experience, including the employer's proper share of administration, safety and other expenses; and
- (c) has incurred during two of the last three complete years of operation a frequency rate of compensable accidents at least 25 per cent higher than the average rate in the industry in which the employer is classified.

(2) The actual payroll for the last complete year of operation under review shall be the basis for any additional assessment to be levied under subsection (1).

(3) The first increase in assessment under subsection (1) shall be 100 per cent of the assessment based on the individual rating classification of the employer.

(4) The amount of increase on any subsequent increase in assessment under subsection (1) shall be in the discretion of the Board. R.R.O. 1980, Reg. 951, s. 6.

OPERATIONS CARRIED ON PARTLY AS A BUSINESS

7. The payroll of workers engaged in operations carried on partly as an industry under Schedule 1 and partly as an industry not under Schedule 1 shall be rated and dealt with by the Board as if all the operations were under Schedule 1. R.R.O. 1980, Reg. 951, s. 7; O. Reg. 526/83, s. 1.

SPECULATIVE BUILDING

8. The construction of,

- (a) a house or any part of it by an employer who, within three years before the commencement of the house, has completed or has had completed for the employer the building of another house; and
- (b) any building or any part of it to sell or rent in whole or in part,

whether or not it is done or carried on as a business or trade for profit or gain and, if not included in Schedule 2, is included in the class or classes of industries in Schedule 1 to which according to the nature of the work it should belong. R.R.O. 1980, Reg. 951, s. 8.

BANKRUPTCY, WINDING-UP PROCEEDINGS, ETC.

9. Continuation of an industry and reconstruction, alteration, repair, demolition, taking care of or making ready for sale the plant or property of an industry or business in Schedule 1 in bankruptcy, in winding-up proceedings or under receivership, are added to the class to which the industry belongs. R.R.O. 1980, Reg. 951, s. 9.

POSTING UP INFORMATION REGARDING ACT

10. Every employer in Schedule 1 or Schedule 2 shall post up and keep posted up in conspicuous places within easy access of the workers such card, pamphlet or other information concerning the Act or this Regulation as is supplied to the employer by the Board. R.R.O. 1980, Reg. 951, s. 10; O. Reg. 526/83, s. 1.

INDUSTRIAL DISEASES

11. The diseases in Schedule 3 are declared to be industrial diseases and the diseases and the description of processes are added to Schedule 3. R.R.O. 1980, Reg. 951, s. 11.

12. The minimum assessment levied upon an employer under section 116 of the Act shall be not less than \$25 for a calendar year or a portion thereof. R.R.O. 1980, Reg. 951, s. 12.

DEFAULT IN REPORTING OR FURNISHING PARTICULARS OF ANY ACCIDENT

13. The additional money that the Board may order the employer to pay under subsection 133 (3) of the Act shall be,

- (a) where the injury arising out of the accident results in a claim for medical aid only, not less than \$25 and not more than \$250; and
- (b) where the injury arising out of the accident results in a claim for compensation, not less than \$50 and not more than \$250. R.R.O. 1980, Reg. 951, s. 13.

Schedule 1

INDUSTRIES THE EMPLOYERS IN WHICH ARE LIABLE TO CONTRIBUTE TO THE ACCIDENT FUND

CLASS 1

- 1. i. Lumbering.
- ii. Bark peeling.
- iii. Booming.
- iv. Cord-wood cutting.
- v. Logging.
- vi. Rafting.
- vii. River driving.
- viii. Woods operations, including,
 - A. construction and repair of dams, camps, buildings and roads;
 - B. hauling or loading logs on cars, trucks or vessels; and
 - C. catering by or in connection with the logging industry or its contractors.
- 2. i. Manufacturing,
 - A. basket bottoms;

B. cooperage stock;

C. headings;

D. staves;

E. spokes;

F. veneer;

G. veneer articles; and

H. plywood.

ii. Operating,

A. lath mills;

B. sawmills;

C. shingle mills; and

D. lumber yards in connection with sawmills.

iii. Rossing.

CLASS 2

1. i. Manufacturing,

A. corrugated-paper boxes and corrugated-paper cases;

B. fibre board; and

C. fibre-board boxes and fibre-board cases.

ii. Operating,

A. paper mills;

B. pulp mills; and

C. pulp mills and paper mills and pulp and paper mills.

CLASS 3

1. i. Manufacturing,

A. artificial limbs;

B. bed springs of wood;

C. canoes;

D. coffins;

E. cork articles;

F. cork carpets;

G. fixtures of wood;

H. furniture;

I. linoleum;

J. mattresses;

K. organs;

L. phonographs;

M. pianos;

N. piano actions or piano keys;

- O. skiffs;
- P. small boats; and
- Q. wicker and rattan ware.
- ii. Installing pipe organs.
- iii. Picture framing.
- iv. Upholstering.

CLASS 4

- 1. i. Manufacturing,
 - A. excelsior;
 - B. hardwood flooring; and
 - C. wooden packing cases or wooden boxes.
- ii. Operating,
 - A. planning mills or moulding mills;
 - B. sash factories or door factories, and sash and door factories; and
 - C. lumber yards in connection with planning mills and sash factories or door factories, and sash and door factories.
- 2. i. Manufacturing,
 - A. baskets;
 - B. cheese boxes;
 - C. churns;
 - D. refrigerators, not included in Class 10;
 - E. spokes and hubs for wooden vehicles;
 - F. toys and novelties, not included in Class 10;
 - G. turned and shaped goods;
 - H. washing machines, not included in Class 10; and
 - I. wooden barrels or kegs.

ii. Pattern making.

- 3. i. Manufacturing,
 - A. brooms;
 - B. brushes;
 - C. carpet sweepers;
 - D. door screens;
 - E. dusters;
 - F. grilles;
 - G. hockey sticks;
 - H. lacrosse sticks;
 - I. ladders;

- J. lead pencils;
- K. matches;
- L. mops;
- M. musical instruments, not included in Class 10;
- N. picture frames;
- O. pressed-wood pulleys;
- P. pumps, not included in Class 10;
- Q. screens or window shades, not included in Class 10;
- R. shade rollers;
- S. skis;
- T. sport racquets;
- U. toboggans; and
- V. venetian blinds made of wood, and other articles made of wood.

ii. Carpenter work, joiner work or cabinet work, in a shop.

iii. Hand carving.

CLASS 5

- 1. Mining.
- 2. Diamond drilling.
- 3. Reduction of ores.
- 4. Smelting of ores, not including iron.
- 5. Treatment of ores or minerals.
- 6. Shaft sinking in or for mines.
- 7. Cross cutting and drifting in or for mines.
- 8. Prospecting and development work.
- 9. Line cutting.
- 10. Mining consultants, mining engineers, mining geologists, mining geochemists, mining geophysicists.

CLASS 6

- 1. i. Operating sand pits, shale pits, clay pits or gravel pits.
- ii. Stone crushing.
- iii. Quarrying.
- 2. Manufacturing cement.
- 3. Manufacturing,
 - i. brick;
 - ii. fire proofing;
 - iii. foundry facings;
 - iv. porcelain;
 - v. pottery;

- vi. roof tile;
- vii. sewer pipe;
- viii. terra-cotta; and
- ix. tile.

4. i. Manufacturing glass or glass products.

- ii. Glass cutting.

5. i. Operating marble-works.

- ii. Stone cutting and stone dressing.

iii. Monument making.

6. i. Manufacturing,

- A. artificial brick and artificial stone;
- B. cement blocks or cement tile;
- C. peat fuel;
- D. plaster board, plaster blocks or plaster casts;
- E. slate; and
- F. stone paving blocks or artificial stone paving blocks.

ii. Operating lime kilns.

iii. Lime burning.

iv. Milling of gypsum, lime, limestone or other stone.

v. Manufacturing coal briquettes.

CLASS 7

1. i. Manufacturing heavy forgings.

ii. Operating,

- A. rolling mills; and
- B. steel works.

iii. Smelting of iron, with blast furnace.

2. Manufacturing,

- i. abrasives;
- ii. alundum;
- iii. artificial abrasives and artificial graphite;
- iv. carbon electrodes;
- v. carborundum;
- vi. ferro alloys; and
- vii. metal pipe and metal tube.

CLASS 8

1. i. Manufacturing,

- A. a babbitt metal;
- B. cast hot-water boilers and cast radiators;

C. metal sanitary ware;

D. metal water fixtures;

E. metal bedsteads, not included in Class 10;

F. pipe fittings; and

G. wrought iron pipe or wrought iron tubing.

ii. Operating,

A. foundries; and

B. lead works.

CLASS 9

1. Fabrication of structural,

i. iron;

ii. metal; and

iii. steel.

2. i. Ship building or ship repairing.

ii. Operation of dry docks.

CLASS 10

1. i. Manufacturing,

A. ammunition shells, without explosives;

B. carriage mountings;

C. chains;

D. cream separators;

E. cutlery;

F. electric apparatus, appliances or motors;

G. electric fixtures;

H. firearms;

I. furnaces;

J. gas fixtures;

K. hardware;

L. light forgings;

M. machinery;

N. metal,

1. axles, springs or vehicle parts,

2. awnings,

3. doors,

4. instruments,

5. refrigerators,

6. screens,

7. toys,

- 8. utensils,
- 9. wares, and
- 10. window frames;
- O. ranges;
- P. sheet-metal wares or articles;
- Q. sheet-metal enamelled wares or articles;
- R. sporting goods;
- S. steel bedsteads;
- T. tools;
- U. tin-ware articles;
- V. washing machines; and
- W. other metal articles.
- ii. Operating,
 - A. blacksmith shops;
 - B. machine shops; and
 - C. metal-stamping works.
- iii. Heat treating.
- 2. Manufacturing,
 - i. boilers;
 - ii. cranes;
 - iii. engines;
 - iv. freight or passenger elevators;
 - v. iron stairs;
 - vi. metal,
 - A. ceiling,
 - B. roofing,
 - C. shingles, and
 - D. siding;
 - vii. other metal sheets;
 - viii. ornamental iron for buildings or fences;
 - ix. safes; and
 - x. steel,
 - A. barrels,
 - B. drums, and
 - C. tanks.
- 3. i. Manufacturing,
 - A. cold-drawn shafting;
 - D. lightning rods;
 - E. metal flag staffs;
 - F. nails;
 - G. nuts;
 - H. screws;
 - I. windmills; and
 - J. wires.
- ii. Manufacturing,
 - A. screens; and
 - B. wire baskets, cages, cloth, fencing and other wire goods.
- 4. i. Manufacturing,
 - 1. adding machines;
 - 2. batteries, dry and storage;
 - 3. buttons of metal, pearl, ivory or horn;
 - 4. cameras;
 - 5. cash registers;
 - 6. celluloid articles;
 - 7. clocks;
 - 8. electric shavers;
 - 9. gold, silver and plated ware;
 - 10. incandescent lamps;
 - 11. ivory articles;
 - 12. jewellery;
 - 13. machine needles;
 - 14. musical instruments;
 - 15. neon-tube lights;
 - 16. optical goods;
 - 17. phonograph records;
 - 18. photographic finishing;
 - 19. photographic supplies;
 - 20. plaster statuary;
 - 21. articles made from plastics;
 - 22. radios and television sets, including servicing;
 - 23. radio tubes;
 - 24. rubber stamps or stencils;
 - 25. scales;

- 26. sewing machines;
- 27. typewriters;
- 28. vacuum cleaners; and
- 29. watches and watch cases.
- ii. Erecting wire fences.
- iii. Operating a storage battery business.
- iv. Operating dental laboratories.
- v. Plating.
- vi. Polishing and buffing.
- vii. Vacuum metallizing.
- viii. Galvanizing.
- ix. Metal enamelling.
- x. Tinning.
- xi. Die-casting.

CLASS 11

- 1. Manufacturing,
 - i. agricultural implements;
 - ii. carriages;
 - iii. farm tractors;
 - iv. motor truck bodies;
 - v. sleighs;
 - vi. threshing machines; and
 - vii. vehicles, other than self-propelled vehicles.
- 2. Operation of the business of selling, renting, servicing or repairing of machinery, boats, outboard motors and equipment with its warehousing or distributing.
- 3. i. Manufacturing,
 - A. automobiles;
 - B. automobile bodies;
 - C. aeroplanes;
 - D. baby carriages;
 - E. bicycles;
 - F. locomotives;
 - G. motorcycles;
 - H. motor trucks;
 - I. toy wagons or toy sleighs; and
 - J. tricycles.
- ii. Automobile slip-cover installation.
- iii. Painting vehicles or vehicle parts.

- iv. Automobile trimming or automobile painting.
- v. Operating spray painting shops.
- vi. Operating,
 - A. service stations;
 - B. garages; and
 - C. parking stations or parking lots.
- vii. Salvaging automobile parts.
- viii. New and used automobile-sales business.
- ix. New and used trailer sales or rental business.
- x. Operating auto rental agencies.
- xi. Operating auto laundries.
- xii. Operating automotive machine shops.
- xiii. Auto and marine upholstery.
- xiv. Steam-cleaning other than buildings.

4. i. Manufacturing gun carriages.

- ii. Operating car shops.

CLASS 12

- 1. i. Manufacturing,
 - A. gasoline, petroleum and petroleum products; and
 - B. gasoline, petroleum and petroleum products, including transmission and distribution.
- ii. Transmitting and distributing gasoline, petroleum and petroleum products.
- iii. Operating oil wells.
- 2. i. Manufacturing,
 - A. gas; and
 - B. gas, including distribution and transmission.
- ii. Distributing and transmitting natural gas.
- iii. Operating gas wells.
- iv. Operating by-product coke ovens.
- v. Well boring and drilling.
- vi. Distributing and transmitting propane gas.
- vii. Distributing and transmitting bulk acids.
- 3. Manufacturing,
 - i. asphalted, pitched or tarred paper;
 - ii. dry colour;
 - iii. japan and other driers;
 - iv. oil;
 - v. paint;

- vi. printing ink;
- vii. printers' rollers;
- viii. salt;
- ix. soap;
- x. tar;
- xi. turpentine; and
- xii. varnish.

4. Manufacturing,

- i. ammonia;
- ii. celluloid;
- iii. charcoal;
- iv. corrosive acids or corrosive chemicals;
- v. plastic compounds;
- vi. salts; and
- vii. wood alcohol.

5. Manufacturing,

- i. baking powder;
- ii. candles;
- iii. drugs;
- iv. dyes;
- v. extracts;
- vi. medicines;
- vii. mucilage;
- viii. non corrosive acids or non corrosive chemical preparations;
- ix. non hazardous chemical preparations;
- x. perfumes;
- xi. pharmaceutical or toilet preparations;
- xii. shoe polish or shoe blacking;
- xiii. wax crayons;
- xiv. writing ink; and
- xv. yeast.

6. Manufacturing,

- i. cartridges;
- ii. cordite or other high explosives;
- iii. dynamite;
- iv. fireworks;
- v. fuses;
- vi. gunpowder;

- vii. guncotton;
- viii. nitroglycerine; and
- ix. torpedoes.

CLASS 13

1. i. Manufacturing,

- A. cattle foods; and
- B. fertilizers.

ii. Operating,

- A. clover mills;
- B. ensilage cutters;
- C. grain elevators;
- D. threshing machines; and
- E. hay baling machines.

iii. Milling.

iv. Seed cleaning.

v. Buying and selling, with handling, of seed, feed, flour and grain.

vi. Warehousing or handling of grain.

CLASS 14

1. i. Manufacturing,

- A. glue; and
- B. meat products.

ii. Butchering.

iii. Operating,

- A. abattoirs; and
- B. packing houses.

iv. Preparation of meats.

CLASS 15

1. Manufacturing,

- i. butter;
- ii. cheese; and
- iii. dairy products.

2. i. Manufacturing,

- A. biscuits;
- B. cereals or cereal products;
- C. chewing gum;
- D. chocolate;
- E. cocoa;

- F. confectionery; and
- G. macaroni.
- ii. Operating bakeries.
- 3. i. Manufacturing,
 - A. cider;
 - B. condensed milk or condensed cream;
 - C. fruit juice;
 - D. jam;
 - E. spices and condiments; and
 - F. vinegar.
- ii. Canning or preparation of fish, fruit, vegetables or other foodstuff.
- iii. Operating pickle factories.
- iv. Roasting and grinding coffee and roasting nuts.
- v. Blending or packaging of tea.
- 4. i. Manufacturing,
 - A. glucose;
 - B. malt or malt products; and
 - C. starch.
- ii. Operating sugar refineries.
- 5. i. Manufacturing,
 - A. alcohol;
 - B. malt liquors;
 - C. methylated spirits;
 - D. mineral waters;
 - E. soda-water;
 - F. spirituous liquors; and
 - G. wine.
- ii. Operating,
 - A. breweries, including distribution;
 - B. distilleries, including distribution; and
 - C. brewers' warehouses, including distribution.
- iii. Distribution of brewery or distillery products.
- 6. Manufacturing,
 - A. cigarettes;
 - B. cigars; and
 - C. tobacco or tobacco products.

CLASS 16

- 1. i. Embossing leather.
- ii. Japanning patent leather.
- iii. Operating tanneries.
- iv. Preparation of furs or hides.
- v. Wool pulling.
- 2. i. Manufacturing,
 - A. belting;
 - B. gloves;
 - C. harness;
 - D. saddlery;
 - E. trusses; and
 - F. other goods and products, of leather.
- ii. Manufacturing,
 - A. bags;
 - B. footwear;
 - C. purses;
 - D. suitcases;
 - E. trunks;
 - F. valises; and
 - G. whips.
- 3. Manufacturing,
 - A. belting;
 - B. gloves;
 - C. golf balls;
 - D. hose;
 - E. imitation leather;
 - F. tires;
 - G. tubing; and
 - H. other goods and products, of rubber.
- 4. Operation of tire sales and tire service business.

CLASS 17

- 1. i. Manufacturing,
 - A. bags;
 - B. binder twine;
 - C. blankets;
 - D. braids;
 - E. canvas;

- F. carpets;
- G. cloth;
- H. cordage;
- I. cotton waste;
- J. fabrics;
- K. felt;
- L. felt hats;
- M. fibre or asbestos goods;
- N. haircloth or goods;
- O. hosiery;
- P. manilla or hemp goods or manilla or hemp products;
- Q. ropes;
- R. rugs;
- S. shoddy;
- T. shoe laces;
- U. textiles;
- V. thread; and
- W. yarn.

ii. Bleaching, dyeing or finishing fabrics.

iii. Operating,

- A. flax-mills; and
- B. weaving mills.

iv. Knitting and spinning.

v. Wool scouring.

CLASS 18

1. i. Manufacturing,

- A. articles from leather or fabric, not included in Class 16 or 17;
- B. artificial Christmas trees;
- C. artificial feathers and artificial flowers;
- D. awnings, canvas goods, tarpaulins or tents;
- E. caps;
- F. clothing pads;
- G. collars;
- H. corsets;
- I. embroidery;
- J. furs;
- K. gloves;

- L. hats, other than felt;
- M. labels or crests;
- N. lamp shades, including assembling electric lamps;
- O. men's clothing;
- P. mittens;
- Q. neck ties;
- R. quilts;
- S. robes;
- T. shirts;
- U. stuffed dolls;
- V. white wear;
- W. window drapes;
- X. window shades, not included in Class 4; and
- Y. women's clothing.

ii. Covering umbrellas.

2. i. Bleaching, dyeing or cleaning.

ii. Operating laundries.

iii. Pressing.

iv. Towel and toilet supply business.

CLASS 19

1. i. Printing and publishing, including job work.

ii. Publishing.

2. i. Manufacturing,

- A. card-board boxes;
- B. jewelry cases;
- C. paper bags or other articles of paper;
- D. papier-mache articles;
- E. playing cards, including printing;
- F. stationery; and
- G. wallpaper.

ii. Blue printing.

iii. Book binding.

iv. Coating and finishing of paper.

v. Embossing.

vi. Engraving or photoengraving, not including printing.

vii. Job printing.

viii. Lithographing, including mounting and finishing.

ix. Mimeographing.

- x. Multigraphing.
- xi. Multilithing.
- xii. Operating type-setting foundries and type foundries.
- xiii. Paper oiling and paper waxing.
- xiv. Paper pattern making.
- xv. Photostating.
- xvi. Printing and gumming paper tape.
- xvii. Silk screen printing.
- xviii. Steel plate bank note engraving and printing.
- xix. Stereotyping and electrotyping.
- 3. i. Advertising display work.
 - ii. Sign painting or lettering.
 - iii. Manufacture and erection of signs.

CLASS 20

- 1. i. Carting, teaming and trucking.
 - ii. Loading or unloading cars or other vehicles.
 - iii. Mixing and delivering ready mixed concrete.
 - iv. Operation of aeroplanes, airships or other flying machines.
 - v. Operations of forwarding companies or persons engaged in the business of transportation by canoes, scows or sleighs.
 - vi. Operation of wharves or work upon wharves.
 - vii. Sanding streets or roads.
 - viii. Scavengering.
 - ix. Stevedoring.
 - x. Street cleaning or removal of snow or ice.
 - xi. Warehousing or storage, with carting, teaming or trucking.
 - xii. Warehousing or storage, without carting, teaming or trucking.
 - xiii. Business of supplying truck drivers.
 - xiv. Business of supplying labour other than clerical.
- 2. i. Creosoting of timbers.
 - ii. Kiln drying.
 - iii. Conveying passengers by automobile or trolley coach.
 - iv. Operating a taxicab business.
 - v. Cutting, storing, handling and delivering natural ice.
 - vi. Manufacturing artificial ice, including handling and delivering.
- 3. i. Buying and selling, with handling, of,
 - A. builders' supplies;

- B. coal;
- C. ice;
- D. lumber;
- E. metals other than scrap metals;
- F. scrap metals;
- G. second hand materials; and
- H. wood.
- ii. Wrecking automobiles.

CLASS 21

- 1. i. Manufacturing,
 - A. asphalt; and
 - B. paving material.
- ii. Construction of,
 - A. airports;
 - B. bridges;
 - C. culverts or small bridges;
 - D. high rise concrete forming;
 - E. roads;
 - F. sewers;
 - G. sidewalks; and
 - H. waterworks systems, including operation and maintenance.
- iii. Blasting work.
- iv. Bull-dozer operations.
- v. Business of,
 - A. land clearing or land cleaning;
 - B. stumping or grubbing; and
 - C. rental and operation of construction equipment.
- vi. Excavating, not included in Class 24.
- vii. Laying of mains and connections.
- viii. Pipe-line construction.
 - ix. Shaft sinking.
 - x. Trenching.
 - xi. Tunnelling.
 - xii. Well digging.
 - xiii. Test boring and earth sampling.
 - xiv. Installation or erection of reinforcing steel.
 - xv. Subway construction.

CLASS 22

1. i. Construction, installation or operation of,
 - A. electric power lines; and
 - B. electric power-transmission lines, not included in Schedule 2.
- ii. Construction or operation of,
 - A. electric-light systems;
 - B. electric-light works; and
 - C. electric power plants, not included in Schedule 2.
- iii. Construction, installation or maintenance of telephone or telegraph lines and works as a business.
- iv. Construction, installation or maintenance of cable television lines and works as a business.
2. i. Operation of a telephone or telegraph service, not included in Schedule 2, including construction, installation or maintenance of telephone or telegraph lines and works when performed as part of the business of a telephone or telegraph service.
- ii. Operation of a cable television service, including construction, installation or maintenance of cable television lines and works when performed as part of the business of a cable television service.

CLASS 23

1. i. Erection of,
 - A. prefabricated structural steel or concrete by a manufacturer, a general contractor or as a business; and
 - B. steel bridges or prefabricated concrete bridges by the manufacturer or as a business.
- ii. Erection, installation and repair of,
 - A. chimneys;
 - B. fire escapes;
 - C. stacks (high metal), not included in Class 24;
 - D. stand pipes;
 - E. water towers; and
 - F. windmills.
- iii. Erection, installation and repair of,
 - A. boilers by the manufacturer or as a business;
 - B. elevators, freight or passenger;
 - C. engines;
 - D. heavy machinery;
 - E. iron stairs;
 - F. ornamental metal work on buildings; and
 - G. tanks by the manufacturer or as a business.
- iv. Wrecking of machinery.

v. Gas welding or electric welding.

2. i. Construction of,
 - A. breakwaters;
 - B. canals;
 - C. dams;
 - D. dry docks;
 - E. harbour improvements;
 - F. piers;
 - G. railways, not including bridge construction; and
 - H. wharves.
- ii. Canal or dam maintenance.
- iii. Dredging.
- iv. Pile driving.
- v. Sand sucking.
- vi. Subaqueous construction.
- vii. Operation of railways, not included in Schedule 2.
- viii. Diving.
- ix. Caisson work.
3. Fishing.

CLASS 24

1. i. Construction or erection of,
 - A. blast furnaces;
 - B. chimney stacks;
 - C. coke ovens;
 - D. filtration plants;
 - E. grain elevators;
 - F. power plants;
 - G. pulp mills;
 - H. pumping stations;
 - I. sewage disposal plants; and
 - J. other high structures.
- ii. Bricklaying.
- iii. Cement work or concrete work.
- iv. Construction of buildings or construction in respect of buildings.
- v. Moving of houses or other buildings.
- vi. Lathing.
- vii. Mason work.

viii. Plastering.

ix. Pointing.

x. Roofing.

xi. Sand blasting.

xii. Steam cleaning of buildings.

xiii. Stone setting.

xiv. Structural carpentry.

xv. Window cleaning.

xvi. Wrecking of buildings by a general contractor or as a business.

xvii. Landscaping or sodding.

xviii. Business of supplying labour for the wrecking of buildings.

2. i. Installation of,

A. lighting fixtures; and

B. marble, mosaic or tile in interior of buildings.

ii. Electric wiring of buildings.

iii. Erection of,

A. radio aerials and television aerials; and

B. lightning rods.

iv. Floor laying.

v. Gas fitting or steam fitting.

vi. Plumbing, heating or sanitary engineering.

vii. Sheet-metal work.

viii. Inspection or testing of construction projects and operating installations.

ix. Inspection by radiation devices.

3. i. Caulking.

ii. Glazing or installation of plate glass or leaded glass.

iii. Installation, including sale of,

A. air conditioning;

B. commercial refrigeration;

C. furnaces, oil burners and other heating appliances;

D. metal ceiling, metal siding and other metal sheets; and

E. metal window frames, metal screens, metal doors and metal awnings.

iv. Insulating, including pipe covering.

v. Painting or decorating.

vi. Steeple-jack work.

vii. Weather stripping.

CLASS 25

1. Operation of hospitals, regional and independent schools of nursing financed through public hospitals, sanatoria, convalescent homes, nursing homes and visiting nursing associations.

2. Operation of hotels, motels, cottage sites, camp sites and trailer sites, where not operated in or for another industry under Part I of the Act.

3. i. Operation of an office building whether operated as a business or for the operator's own use; and

ii. Building caretaking and janitorial service as a business.

4. Operation of a building rented wholly or partly for manufacturing, retailing, wholesaling or warehousing.

5. Operation of a restaurant business, where not operated in or for another industry under Part I of the Act.

6. Catering, including the operation of boarding cars, canteens and commissary work.

7. Operation of a wholesale mercantile business.

8. Operation of theatres and places for exhibition of moving pictures or television, under a licence issued under the *Theatres Act*.

9. Business of supplying clerical employees and business of accountants, architects, drafters or engineers.

10. Operation of an apartment building.

11. Operation of research laboratories, including inspecting or testing.

12. Packaging as a business.

13. Commissionaires.

14. Security guards.

15. Land surveying.

16. Full-time domestics.

CLASS 26

Operation of a retail mercantile business.

CLASS 27

1. Operation of a tobacco farm, mushroom farm, fur farm, fruit farm, other than tree fruits, chicken farm, turkey farm, chick hatchery, apiary, nursery, market garden and mechanical cultivator and the production of flowers for sale.

2. Operation of a general farm, tree fruit farm, Christmas tree farm, dairy farm, stock farm, horse farm, clover mill, ensilage cutter, hay baling machine, threshing machine, farm drainage contractor and the production of cash crops that are mechanically harvested. R.R.O. 1980, Reg. 951, Sched. 1; O. Reg. 253/85, s. 1; O. Reg. 122/87, ss. 1-4.

Schedule 2

INDUSTRIES THE EMPLOYERS IN WHICH ARE INDIVIDUALLY LIABLE TO PAY COMPENSATION AND MEDICAL AID

1. Any trade or business within the meaning of subsection 1 (3) of the Act.

2. The construction or operation of railways operated by steam, electric or other motive power, street railways and incline railways, but not their construction when constructed by any person other than the company that owns or operates the railway.
3. The construction or operation of car shops, machine shops, steam plants and power plants and other works for the purposes of any railway mentioned in paragraph 2 or used or to be used in connection with it when constructed or operated by the company that owns or operates the railway.
4. The construction or operation of telephone lines and works within the legislative authority of the Parliament of Canada, for the purposes of the business of a telephone company or used or to be used in connection with its business when constructed or operated by the company.
5. The construction or operation of telegraph lines and works for the purpose of the business of a telegraph company or used or to be used in connection with its business when constructed or operated by the company.
6. The construction or operation of boats, ships, vessels and works for the purposes of the business of a navigation company, corporation or person carrying on a navigation business or used or to be used in connection with the business when constructed or operated by the company, corporation or person, and all other navigation, towing and marine wrecking carried on as a business.
7. The operation of the business of an express company that operates on or in conjunction with a railway, or of sleeping cars, parlour cars or dining cars, whether operated by the railway company or by an express, sleeping car, parlour car or dining car company.
8. The construction or operation of a bridge connecting Ontario with an adjacent province or state, but not its construction when constructed by any person or company other than the person or company owning or operating the bridge.
9. Any employment by or under the Crown in right of Ontario and any employment by a permanent board or commission appointed by the Crown in right of Ontario.
10. An airline that has a regularly scheduled international passenger service and works constructed or operated by the airline and used or intended to be used for or in connection with the business of the airline. R.R.O. 1980, Reg. 951, Sched. 2; O. Reg. 526/83, s. 1.

Schedule 3

COLUMN 1	COLUMN 2
Description of Disease	Process
1. Anthrax	Handling of wool, hair, bristles, hides and skins
2. Infected blisters	Any process involving continuous friction
3. Bursitis	
4. Epitheliomatous cancer or ulceration of the skin due to tar, pitch, bitumen, mineral oil or paraffin or any compound, product or residue of any of these substances	Handling or use of tar, pitch, bitumen, mineral oil or paraffin or any compound, product or residue of any of these substances
5. Compressed-air illness or caisson disease	Any process carried on in compressed air
6. Dermatitis venenata	

COLUMN 1	COLUMN 2
Description of Disease	Process
7. Poisoning and its sequelae by	
i. arsenic	Any process involving the use of arsenic or its preparations or compounds
ii. benzol	Any process involving the use of benzol
iii. beryllium	Any process involving the use of beryllium or its preparations or compounds
iv. brass, nickel or zinc	Any process involving the use of brass or nickel or melting or smelting zinc
v. cadmium	Any process involving the use of cadmium or its preparations or compounds
vi. carbon bisulphide	Any process involving the use of carbon bisulphide or its preparations or compounds
vii. carbon dioxide	Any process involving the evolution of carbon dioxide
viii. carbon monoxide	Any process involving the evolution of carbon monoxide
ix. chlorinated hydrocarbons (carbon tetrachloride, trichlorethylene, tetrachlorethane, trichloronaphthalene and others)	Any process in the manufacture or involving the use of these substances
x. chrome	Any process involving the use of chromium or its compounds
xi. lead	Any process involving the use of lead or its preparations or compounds
xii. mercury	Any process involving the use of mercury or its preparations or compounds
xiii. nitro derivatives and amino derivatives of benzene, phenol and their homologues (trinitrotoluene, dinitrophenol, anilin and others)	Handling any nitro derivatives or amino derivatives of benzene or phenol or any of their homologues or any process in the manufacture or use thereof
xiv. nitrous fumes	Any process in which nitrous fumes are evolved
xv. phosphorus	Any process involving the use of phosphorus or its preparations or compounds
8. The pneumoconioses other than silicosis	
9. Any disease due to exposure to X-rays, radium or other radioactive substances	
10. Respiratory disease due to the inhalation of materials used in non-offset sprays	Any process or occupation involving the use of non-offset sprays in the printing industry

COLUMN 1	COLUMN 2
Description of Disease	Process
11. Retinitis due to electro-welding or acetylene-welding	
12. Silicosis	Mining or quarrying, cutting, crushing, grinding or polishing stone, or grinding or polishing metal
13. Teno-synovitis	
14. Tuberculosis contracted by an employee employed by and in, i. a hospital, jail, sanatorium, convalescent home, nursing home, home for the aged, health unit or visiting nursing association to which Part I of the Act applies; or ii. a laboratory, reform institution, health unit or treatment centre operated by the Province of Ontario	
15. Ulceration of the corneal surface of the eye, due to tar, pitch, bitumen, mineral oil or paraffin, or any compound, product or residue of any of these substances	Handling or use of tar, pitch, bitumen, mineral oil or paraffin, or any compound, product or residue of any of these substances

R.R.O. 1980, Reg. 951, Sched. 3

REGULATION 1103**PENSION PLAN****DEFINITIONS****1. In this section,**

"actuary" means an actuary who is a Fellow of the Canadian Institute of Actuaries and who is appointed the actuary of the plan by the Board;

"child" includes a step-child;

"commissioner" means a full-time member of the board of directors of the Board;

"date of the plan" means the 1st day of July, 1940, but in respect of persons deemed employees of the Board under subsection 68 (3) of the Act, means the 1st day of January, 1951, except those persons added by paragraph 6 of section 3, for whom it means the 1st day of January, 1959, and those persons added by paragraph 8 of section 3, for whom it means the 1st day of January, 1973;

"fund" means the Workers' Compensation Board Superannuation Fund established under the Act;

"long term disability plan" means a benefit plan intended to provide income protection if long term disability occurs and offered or provided by the Board to a member of the superannuation plan while the member is a commissioner or employee of the Board;

"new employee" means a full-time employee in a permanent position or a commissioner who enters the service of the Board or is appointed as a commissioner on or after the date of the plan;

"pension" includes superannuation or disability allowance other than a benefit under a long term disability plan;

"present employee" means a full-time employee in a permanent position or a commissioner who was in the service of the Board or was appointed as commissioner at the date of the plan;

"spouse" means either of a man or woman who, at the time of death of the one who was the member, were cohabiting and,

- (a) were married to each other, or
- (b) not being married, had been living with each other immediately preceding the death,
 - (i) in a conjugal relationship of at least three years' duration, or
 - (ii) in a relationship of some permanence where there is a child born of whom the man and the woman are the natural parents. O. Reg. 468/86, s. 1.

ELIGIBILITY FOR MEMBERSHIP

2.—(1) Every present employee is, on the date of the plan, eligible to become and is from that date a member of the plan. R.R.O. 1980, Reg. 952, s. 2 (1).

(2) Every new employee on appointment to a permanent position or on attainment of eighteen years of age, if later, is eligible to become and is from that date a member of the plan. O. Reg. 468/86, s. 2.

(3) Upon becoming a member of the plan in accordance with subsection (2), each new employee may, at any time prior to retirement, make a request in writing to the Board to have his or her eligible period of non-contributory service with the Board added to his or her period of pensionable service and the amount payable by the member to obtain such credit for the eligible period of non-contributory service shall be calculated on his or her current salary at the time of the request at his or her current contribution rate.

(4) Each person appointed as a commissioner is eligible to become and is from the date of appointment a member of the plan. R.R.O. 1980, Reg. 952, s. 2 (3, 4).

3. The Board designates the following associations and corporations for the purposes of subsection 68 (3) of the Act:

1. Transportation Safety Association of Ontario.
2. Construction Safety Association of Ontario.
3. Electrical Utilities Safety Association of Ontario.
4. Industrial Accident Prevention Association.
5. Forest Products Accident Prevention Association.
6. Mines Accident Prevention Association of Ontario.
7. The Ontario Pulp and Paper Makers' Safety Association.
8. The Farm Safety Association. R.R.O. 1980, Reg. 952, s. 3.

CONTRIBUTIONS TO FUND

4.—(1) Subject to subsection 6 (3), each present and new employee shall, throughout his or her service with the Board after becoming a member of the plan until ceasing to be employed or to be a commissioner, pay into the fund an amount equal to his or her contribution percentage of his or her salary in each year, less a deduction in each of the years 1966 and later, equal to 35 per cent of such

amount, but in no event shall this deduction be greater than that based on the employee's current Year's Maximum Pensionable Earnings within the meaning of the Canada Pension Plan. R.R.O. 1980, Reg. 952, s. 4 (1).

(2) The contribution percentage referred to in subsections (1) and (5) shall be,

- (a) for each present employee who is a member, the percentage set forth in Table 1 opposite the member's age at his or her nearest birthday at the date of becoming a member of the plan, provided the maximum rate for any present employee shall be 5.75 per cent;
- (b) for each new employee added as a member of the plan prior to the 26th day of October, 1972, the percentage set forth in Table 1 opposite the member's age at his or her nearest birthday at the date of becoming a member of the plan, provided the maximum rate effective on and after the first day of January, 1971 shall be 6 per cent;
- (c) for each employee who is added as a member of the plan on or after the 26th day of October, 1972, 6 per cent. R.R.O. 1980, Reg. 952, s. 4 (2); O. Reg. 468/86, s. 3 (1).

(3) Payment of an employee's contributions shall be made by the Board by deducting from each of his or her salary payments after becoming a member of the plan, the appropriate portion thereof, and paying the amounts so deducted into the fund. R.R.O. 1980, Reg. 952, s. 4 (3).

(4) Where a member has qualified for benefits under a long term disability plan in respect of a disability incurred on or after the 1st day of October, 1974, a contribution shall be made to the fund by the Board on behalf of the member for each month or part thereof in respect of which the member continues to qualify for the long term disability benefits.

(5) The amount of the contribution referred to in subsection (4) shall be calculated at the contribution percentage of the salary of the member at the time the member qualified for benefits under the long term disability plan.

(6) A contribution referred to in subsection (4) shall be increased at the time a percentage increase is given under section 26 with respect to a pension under the superannuation plan and the increase shall equal the percentage increase set out in that section. O. Reg. 468/86, s. 3 (2).

(7) The Board shall pay into the fund currently, an amount determined by the actuary and approved by the Board, that is required from time to time in excess of member contributions, to pay the benefits provided by the plan with respect to members' current services.

(8) The Board shall also pay into the fund when required in accordance with the provisions of the *Pension Benefits Act* and the regulations thereunder, amounts determined by the actuary and approved by the Board as sufficient to liquidate any unfunded liabilities or experience deficiencies that are found to exist in the fund. R.R.O. 1980, Reg. 952, s. 4 (4, 5).

ELIGIBILITY FOR PENSION

5. Normal retirement age is 65 years for all members. R.R.O. 1980, Reg. 952, s. 5.

6.—(1) Under special circumstances, the Board may permit a member to defer retirement for a specified period not in excess of one year and such deferment may be renewed, but in no case shall a member's retirement be deferred beyond age seventy.

(2) Despite subsection (1), a commissioner may remain in office during pleasure.

(3) A member whose retirement is deferred shall continue to be a contributor during the period of deferment. R.R.O. 1980, Reg. 952, s. 6.

AMOUNT OF PENSION

7.—(1) A member retiring on pension, on attaining normal retirement age or later, is entitled to an annual pension, payable in equal monthly instalments for life, of an amount equal to,

- (a) 1 per cent of the member's average annual salary during the three highest-paid years of service in the last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner from the date of entry into the service or of appointment as a commissioner to the date of the plan; and
- (b) 2 per cent of the member's average annual salary during the prescribed number of highest-paid years of service in the last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner, computed from the date of the plan to the date of retirement, in the case of a present employee, and computed from the date of becoming a member of the plan to the date of retirement in the case of a new employee. R.R.O. 1980, Reg. 952, s. 7 (1).

(2) For the purposes of subsection (1), where the member retiring is receiving benefits under a long term disability plan, the average annual salary of the member shall be the annual salary of the member at the time the member qualified for the long term disability benefits, increased by the percentage increases given under section 26 with respect to a pension under the superannuation plan, calculated on a cumulative basis. O. Reg. 468/86, s. 4 (1).

(3) The amount computed under clause (1) (b) shall be reduced by 0.7 per cent of the average of the member's annual salary during the five highest-paid years of service in the last ten years of service, multiplied by the number of full years and any fraction of a year in the service of the Board or as a commissioner from the 1st day of January, 1966 but not exceeding thirty-five years of service.

(4) For the purposes of subsection (3), the member's salary in any year shall be deemed to be at a rate not in excess of \$5,000 per annum, or the member's Year's Maximum Pensionable Earnings under the Canada Pension Plan for that year, if greater.

(5) The reduction referred to in subsection (3) shall not apply,

- (a) to a member who retired on pension in 1966;
- (b) until the beginning of the month following the member's sixty-fifth birthday if the member retires before such date in accordance with section 8, or until the date on which the member first becomes eligible for benefits under the Canada Pension Plan, if later; and
- (c) in the case of disability retirement, before the 1st day of May, 1970.

(6) The prescribed number of highest-paid years of service in the retiring member's last ten years of service shall be,

- (a) three years with respect to the member's service up to and including the calendar year 1965; and
- (b) five years with respect to the member's service in the calendar years 1966 and later.

(7) Despite subsection (1), the amount of a member's annual pension from the Fund in respect of service with the Board or as a commissioner after the 1st day of July, 1940, shall not exceed 70 per cent of the member's average annual salary during the prescribed number of highest-paid years of service in the last ten years of service with the Board, subject to the reduction provided for in subsection (3) of this section as modified by subsection (4).

(8) In calculating the length of service of an employee or commissioner, time of absence with leave without salary, computed to the nearest integral number of months, shall be deducted.

(9) Under this section, where the service with the Board is less than ten years and,

- (a) is equal to or greater than the prescribed number of highest-paid years of service, the said prescribed number of years shall be used; or
- (b) is less than the prescribed number of highest-paid years of service, the total number of years of service shall be used, as if they were the prescribed number of highest-paid years of service. R.R.O. 1980, Reg. 952, s. 7 (2-8).

(10) A member who is contributing to the plan or a member who is entitled to, but who is not receiving, a deferred pension under the plan may direct the Board to increase the amount of the survivor's pension payable under section 12 from the 50 per cent otherwise payable, to such higher percentage of the member's pension or deferred pension, as the member may direct.

(11) A direction under subsection (10) must be in writing and must be delivered to the Board at least two years before the member begins receiving a pension under the plan.

(12) Despite subsection (11), the Board shall accept a direction under subsection (10) delivered to it less than two years before the member begins receiving a pension under the plan if the member gives the Board medical evidence that satisfies the Board that the member is in good health.

(13) Where a direction is delivered under subsection (11) or accepted under subsection (12), the amount of the pension or deferred pension of the member shall be actuarially reduced by the actuary to allow for the survivor pension in accordance with the direction, and the amount of the survivor pension related to the allowance or pension or deferred pension shall be increased in accordance with the direction.

(14) A member may revoke a direction under subsection (10) at any time before receiving a pension by delivering to the Board a written notice of the revocation.

(15) Where there is a direction under subsection (10), the amount of pension payable in aggregate to or on behalf of survivors of a member shall not exceed the amount of pension that would have been payable had the direction not been made. O. Reg. 468/86, s. 4 (2).

8.—(1) A member who has completed ten years service may elect to retire on pension at any time within a period of ten years immediately preceding the member's attaining normal retirement age and in that event, for those retiring prior to the 26th day of October, 1972, the pension payable shall be the amount determined by application of the appropriate percentage or percentages shown in Table 2 and for those retiring on or after the effective date of this Regulation, the application of the appropriate percentage or percentages shown in Table 3, for his or her age to the nearest month at retirement, to the pension earned by the member for his or her years of service to the actual date of retirement.

(2) At any time, after the member's age plus the member's years of pensionable service in the plan total at least ninety, a member may elect to retire on pension, and in that event, the date on which the member retires shall be regarded as the normal retirement age, and the pension payable shall be calculated in accordance with section 7, and neither the reduction in subsection 8 (1), nor any other reduction shall be made except the reduction stipulated in subsection 7 (3).

(3) A member who has completed twenty years service may elect to retire on pension at any time within a period of five years immediately preceding the member's attaining normal retirement age and, in that event, the date on which the member retires shall be regarded as the normal retirement age, and the pension payable shall be calculated in accordance with section 7. R.R.O. 1980, Reg. 952, s. 8.

9.—(1) A member may, at any time before attaining normal retirement age, retire on pension after the completion of ten years

service with the Board or as a commissioner on total and permanent disability certified by a medical referee appointed by the Board.

(2) For the purpose of calculating the amount of pension under subsection (1), the date on which the member retires by reason of total and permanent disability shall be regarded as the normal retirement age and the pension payable shall be calculated in accordance with section 7. R.R.O. 1980, Reg. 952, s. 9.

OPTIONAL PENSION

10.—(1) At least two years before attaining normal retirement age a member may elect to take in the stead of the pension otherwise payable during his or her lifetime, on retirement at normal retirement age, or later, a pension in any other form that is approved by the Board, and permitted by the *Pension Benefits Act*. R.R.O. 1980, Reg. 952, s. 10 (1); O. Reg. 468/86, s. 5 (1).

(2) The amount of the alternate form of pension chosen by the member and approved by the Board shall be the actuarial equivalent, as determined by the actuary, of the pension otherwise payable to the member on retirement as at normal retirement date or later. R.R.O. 1980, Reg. 952, s. 10 (2).

(3) This section does not apply if a direction may be made under subsection 7 (10). O. Reg. 468/86, s. 5 (2).

DEATH IN SERVICE

11.—(1) Where a member who has completed at least ten years service dies while in the service of the Board or as a commissioner and,

(a) leaves a spouse, the spouse is entitled to an annual pension payable in equal monthly instalments for life and in the event that the spouse subsequently dies leaving a dependent child or children of the member under eighteen years of age, the spouse's pension shall continue to be payable to the child or children, or to the person who stands in the role of parent to the child or children, so long as the child or children is or are under eighteen years of age; or

(b) leaves no spouse but leaves a dependent child or children under eighteen years of age, the amount of the annual pension payable to the spouse had the spouse survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who then stands in the role of parent to the child or children, so long as the child or children is or are under eighteen years of age.

(2) For the purpose of calculating the amount of pension under subsection (1), the member as of the date of death shall be regarded as having attained normal retirement age and the total amount of the pension shall be 50 per cent of the pension calculated in accordance with section 7.

(3) Where all pension payments payable under subsection (1) cease and the aggregate of such payments is less than the aggregate of the member's contributions but not those made by the Board on the member's behalf, with interest up to the date of death at rates as declared by the Board from time to time, compounded yearly, the spouse or the surviving children or the estate of the member shall be entitled to a residual amount equal to the difference.

(4) Where a member dies while in the service of the Board or as a commissioner leaving neither a spouse nor any dependent child under eighteen years of age, the aggregate contributions made by the member but not those made by the Board on the member's behalf, with interest up to the date of death, at rates as declared by the Board from time to time, compounded yearly, shall be paid to the member's estate. O. Reg. 468/86, s. 6, *part*.

DEATH AFTER RETIREMENT

12.—(1) Where a member dies after retirement on pension and,

- (a) leaves a spouse who would also have been the member's spouse had the member died at the time of retirement, the spouse is entitled to an annual pension payable in equal monthly instalments for life and in the event that the spouse subsequently dies leaving a dependent child or children of the member under eighteen years of age, the spouse's pension shall continue to be payable to the child or children or to the person who stands in the role of parent to the child or children so long as the child or children is or are under eighteen years of age; or
 - (b) leaves no spouse but leaves a dependent child or children under eighteen years of age, the amount of the annual pension payable to the spouse had the spouse survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who stands in the role of parent to the child or children so long as the child or children is or are under eighteen years of age.
- (2) For the purpose of calculating the amount of pension under subsection (1), the amount of the pension payable shall be 50 per cent of the pension calculated in accordance with section 7 or such other percentage as is directed under that section.
- (3) Where all pension payments payable under subsection (1) cease and the aggregate of such payments and those to the retired member up to the date of death including any lump sum the member may have received under subsection 13 (5) are less than the aggregate of the member's contributions, exclusive of those made by the Board on the member's behalf, with interest up to the date of retirement at rates as declared by the Board from time to time, compounded yearly, the spouse, the surviving children or the estate of the last recipient dependant or if there is no dependant, the estate of the member shall be entitled to a residual amount equal to the difference.
- (4) Where a member dies after retirement on pension leaving neither a spouse nor any dependent child under eighteen years of age, the excess, if any, of the aggregate contributions made by the member but not those made by the Board on the member's behalf, with interest up to the date of retirement at rates as declared by the Board from time to time, compounded yearly, over the total pension payments made to the member shall be paid to the member's estate.
- (5) On death after retirement on pension where the member has made an approved and effective election under section 10, no refund or contribution or other benefit shall be paid unless it was provided for, in writing, under the terms of the approved optional pension. O. Reg. 468/86, s. 6, *part*.

WITHDRAWAL FROM SERVICE

13.—(1) A member who has not attained forty-five years of age and ten or more years service and who ceases to be employed by the Board or to be a commissioner for any reason other than death or retirement on pension may elect to take,

- (a) payment of the aggregate contributions made by the member, but not those made by the Board on his or her behalf, with interest at rates as declared by the Board from time to time, compounded yearly; or
 - (b) where the member has been in the service of the Board or a commissioner continuously for ten years, a vested interest in a deferred annual pension payable monthly for life from normal retirement age.
- (2) The amount of the vested deferred annual pension referred to in subsection (1) shall be calculated in accordance with section 7, as if the date of cessation of service were the normal retirement date.
- (3) A member who has attained age forty-five, and ten or more years service, and who ceases to be employed by the Board or to be a commissioner for any reason other than death or retirement on pension, shall be entitled,

- (a) with respect to his or her service in the calendar year 1965 or later, to a vested interest in a deferred annual pension payable monthly for life from normal retirement age; and
 - (b) with respect to his or her service, if any, prior to the calendar year 1965, to elect either a lump sum payment of his or her aggregate contributions in respect of such service with interest at rates as declared by the Board from time to time or a vested interest in a deferred annual pension with respect to such service.
- (4) The amount of the vested deferred annual pension referred to in subsection (3) shall be calculated in accordance with section 7, and for the purpose of clause (3) (a) with respect to the member's service with the Board in the calendar year 1965 and later, and for the purpose of clause (3) (b) with respect to the member's service with the Board prior to the calendar year 1965, as if the date of cessation of service were the normal retirement date.
- (5) A member who withdraws from the service of the Board and becomes entitled to a vested deferred pension as provided under clause (3) (a) may elect to receive a lump sum refund determined by the actuary, in discharge of a stated portion of such vested deferred pension, this stated portion being not more than the lesser of,
- (a) 25 per cent; or
 - (b) the portion for which the commuted value, as determined by the actuary, is equal to the member's aggregate contributions, but not those made by the Board on his or her behalf, with interest up to the date of cessation of service, at rates as declared by the Board from time to time, compounded yearly. R.R.O. 1980, Reg. 952, s. 13 (1-5).
- (6) Where a member who is entitled to a vested deferred pension in accordance with this section or is in receipt of a pension under the plan dies and,
- (a) leaves a spouse, the spouse is entitled to an annual pension payable in equal monthly instalments for life and in the event that the spouse subsequently dies leaving a dependent child or children of the member under eighteen years of age, the spouse's pension shall continue to be payable to the child or children or to the person who stands in the role of parent to the child or children so long as the child or children is or are under eighteen years of age; or
 - (b) leaves no spouse but leaves a dependent child or children under eighteen years of age, the amount of the annual pension payable to the spouse had the spouse survived shall be payable in equal monthly instalments to the child or children under eighteen years of age or to the person who stands in the role of parent so long as the child or children is or are under eighteen years of age.

(7) For the purpose of calculating the amount of pension under subsection (6), reference shall be made to subsection (2) and 50 per cent, or such percentage as is directed under section 7, of the pension otherwise payable to the member under subsection (2) shall be the total amount of annual pension payable to the member's survivors.

(8) Where a member who is entitled to a vested deferred pension in accordance with this section dies before attaining normal retirement age leaving neither a spouse nor a dependent child under eighteen years of age, the aggregate contributions made by the member but not those made by the Board on the member's behalf, less any lump sum refund, if any, the member may have received under subsections (3) and (5), with interest to the date of death, at rates as declared by the Board from time to time, compounded yearly, shall be paid to the member's estate. O. Reg. 468/86, s. 7.

INTEREST IN FUND NOT ASSIGNABLE, ETC.

14. The interest of any person in the fund, or in any pension, is not subject to garnishment, attachment, seizure, or any legal process, and is unassignable. R.R.O. 1980, Reg. 952, s. 14.

TRANSFERS

15.—(1) An employee who on termination of employment with the Board next becomes employed by,

- (a) the civil service of Canada or of any province of Canada;
- (b) the civic service of any municipality in Ontario;
- (c) any board, commission or public institution established under any Act of the Legislature of Ontario;
- (d) any Crown corporation of Canada or of any province of Canada;
- (e) any university in Ontario or any college of applied arts and technology to which the *Ministry of Colleges and Universities Act* applies;
- (f) the Canadian Forces;
- (g) a religious denomination as a member of the clergy in any province of Canada having been a chaplain in the public service of Ontario; or
- (h) any of the following that is designated by the Board,
 - (i) any Government related agency,
 - (ii) any public institution that is assisted by money appropriated by the Legislature, or
 - (iii) any corporation, the controlling interest of which is owned by the Crown in right of Ontario or whose bonds or debentures are guaranteed by the Crown in right of Ontario,

may elect, in lieu of the other benefits provided under the plan, to leave the employee's refundable contributions in the fund, and in that event, all benefits that had accrued under the plan with respect to service up to the termination of employment remain fully vested to the employee's credit so long as the employee is employed by any such employer including benefits to a surviving spouse, if any, who also would have been the employee's spouse had the employee died at the time of the termination of employment. O. Reg. 468/86, s. 8 (1).

(2) The vested pension benefit under subsection (1) shall be calculated with reference to such employee's earnings in his or her last ten years of service preceding the date of cessation of service with the Board.

(3) In the case of an employee who, immediately preceding the commencement of his or her service with the Board, was a member of a registered superannuation or pension fund or plan, the Board shall permit transfer of assets standing to the credit of such employee in the said superannuation or pension fund or plan, to the fund, for the provision of benefits in accordance with the terms of this plan, but with reference only to whatever period of credited service, is certified in writing by the actuary, as being purchasable under this plan, by the assets so transferred.

(4) The portion of any amount transferred under the provisions of subsection (3), which shall be deemed to be the transferred employee's contributions on joining this plan, is equal to the transferred employee's own contributions to the superannuation or pension fund or plan from which such amount was transferred, together with any interest allowed thereunder, up to such transfer date. R.R.O. 1980, Reg. 952, s. 15 (2-4).

(5) An employee who, within three months before entering the service of the Board, had pensionable service as a member of,

- (a) the civil service of Canada or of any province of Canada;
- (b) the civic service of any municipality in Ontario;
- (c) the employees of any board, commission or public institu-

tion established under any Act of the Legislature of Ontario;

- (d) the staff of any Crown corporation of Canada or of any province of Canada;
- (e) the staff of any university in Ontario or of any college of applied arts and technology to which the *Ministry of Colleges and Universities Act* applies;
- (f) the Canadian Forces;
- (g) the practising clergy contributing to a registered pension plan of his or her religious denomination; or
- (h) the employees of,
 - (i) any Government related agency,
 - (ii) any public institution that is assisted by money appropriated by the Legislature, and
 - (iii) any corporation, the controlling interest of which is owned by the Crown in right of Ontario or whose bonds or debentures are guaranteed by the Crown in right of Ontario,

that is designated by the Board,

may count such pensionable service as part of his or her Board pensionable service provided that the employee elects to pay into the fund within one year after becoming a contributor to the fund, and agrees to pay on terms satisfactory to the Board, and pays an amount equal to 12 per cent of the rate of annual salary authorized to be paid to him or her on the most recent occasion on which he or she became a contributor to the fund for each year and part of a year of such pensionable service, and pays interest on the said amount at such rate and for such period as the Board determines. R.R.O. 1980, Reg. 952, s. 15 (5); O. Reg. 468/86, s. 8 (2), *revised*.

(6) A contributor who is entitled under subsection (5) to establish credit in the fund may establish credit in respect of a part only of his or her pensionable service, in which case the relevant provisions of this section apply with necessary modifications.

(7) A contributor who is entitled under subsection (5) or (6) to establish credit in the fund for pensionable service but who has failed to establish credit under subsection (5) or (6) may elect to establish credit at any time before ceasing to be a contributor, and the relevant provisions of this section apply with necessary modifications, except that the rate of annual salary authorized to be paid to the contributor at the time he or she became a contributor shall be deemed to be equal to the rate of annual salary authorized to be paid to him or her at the time of making the election and interest on the said amount shall be added at such rate and for such period as the Board determines.

(8) No contributor shall be given credit in the fund in respect of pensionable service for which the contributor is entitled to credit in his or her previous employer's pension fund unless the contributor withdraws his or her contributions from such pension fund or transfers them to this fund. R.R.O. 1980, Reg. 952, s. 15 (6-8).

(9) For the purposes of this section, "employee" includes a commissioner. O. Reg. 468/86, s. 8 (3).

16. An employee who, on termination of employment with the Board, becomes employed by an employer who has a registered pension plan may request a transfer of the employee's refundable contributions to such employer's plan, if the employer's plan permits such transfers, and the amount transferred shall include interest up to the date of termination of employment at rates as declared by the Board from time to time, compounded yearly. O. Reg. 468/86, s. 9, *part*.

17. Where more than one person is entitled to a survivor pension as a surviving spouse of a member, the amount of pension payable in aggregate to or on behalf of the spouses shall not exceed the amount

of pension that would have been payable had there been only one spouse. O. Reg. 468/86, s. 9, *part*.

18. A pension payable to or on behalf of a child under eighteen years of age as a surviving child of a member ceases when the child attains that age or dies and if there is or are any other child or children of the member under that age at that time the child's share accrues to the child or children remaining under that age. O. Reg. 468/86, s. 9, *part*.

GENERAL

19. Where an annual pension payable from the fund is less than \$120, it may, at the sole discretion of the Board, be commuted to a lump sum or paid in instalments. R.R.O. 1980, Reg. 952, s. 16.

20.—(1) The Board shall pay from the fund, monthly, the pension to which a retired member is entitled under the plan.

(2) Subsection (1) does not apply if a lump sum payment has been made under section 19. O. Reg. 468/86, s. 10.

(3) A pension shall cease on the last day of the month during which the entitlement thereto ceases. R.R.O. 1980, Reg. 952, s. 17 (2).

21.—(1) In the case of a member who has withdrawn from the service of the Board, and who remains entitled to a vested interest in a deferred annual pension as provided by section 13 or subsection 15 (1), the Board, in its sole discretion, may permit an amount equal to the value, as determined by the actuary, of such vested contingent deferred pension, and any other benefits to which the member has become entitled under the plan, to be transferred from the fund, to the registered pension plan of which the former employee is then a member.

(2) Each transfer under subsection (1) shall be subject to prior Board approval, and shall be subject to completion of a written discharge satisfactory to the Board, declaring that such transfer cancels and completely nullifies all liability under this plan with respect to the former employee's service with the Board up to the transfer date. R.R.O. 1980, Reg. 952, s. 18.

22.—(1) The Board shall have power to invest and reinvest the fund and to keep the fund invested in investments which the Board considers appropriate and which meet the requirements of the *Pension Benefits Act* and the regulations thereunder.

(2) The Board in its discretion may keep such portion of the fund in cash or cash balances as the Board may from time to time deem to be in the best interest of the fund. R.R.O. 1980, Reg. 952, s. 19.

23. Each member will be provided with written information concerning the terms and conditions of the plan and amendments therein applicable to the member and with respect to his or her rights and duties in connection with the benefits available to him or her under the plan. R.R.O. 1980, Reg. 952, s. 20.

24. The Board shall cause an actuarial survey of the plan to be made at least every three years and a report in writing thereon to be submitted to the Board. R.R.O. 1980, Reg. 952, s. 21.

25.—(1) Despite any other provisions of this Regulation, a pension for eligible service of at least ten years under this plan, before application of the Canada Pension Plan integration formula, shall be at an annual rate not less than the amount specified in Table 6, and a pension for eligible service of less than ten years under this plan, before application of the Canada Pension Plan integration formula shall be at a rate not less than an annual amount that is the same proportion of the amount indicated in Table 6 that the years of eligible service are of ten.

(2) The minimum amount of pension to which the dependants of a deceased contributor are entitled is 50 per cent of the amount of pension to which the contributing member would have been entitled on normal retirement at the date of death. R.R.O. 1980, Reg. 952, s. 24.

26. The amount of each pension established by sections 7 to 13 is increased by applying to the amount of that pension,

- (a) on and after the 1st day of January, 1971, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 4;
- (b) on and after the 1st day of January, 1973, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5;
- (c) on and after the 1st day of January, 1974, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5 multiplied by 1.08, but such factor, in the case of a pension established in 1973, shall be multiplied by 1.04 and in the case of a pension established in 1974 or thereafter, shall be multiplied by 1.00;
- (d) on and after the 1st day of January, 1975, the factor in Column 2 opposite the year that the pension was established in Column 1 of Table 5 multiplied by 1.1664, but such factor in the case of a pension established in 1973 shall be multiplied by 1.1232, in the case of a pension established in January, 1974 it shall be multiplied by 1.0733, and in the case of a pension established in December, 1974, it shall be multiplied by 1.0000, and in the case of a pension established between January, 1974, and December, 1974, it shall be multiplied by a proportionate factor between 1.0733 and 1.000, and in the case of a pension established in 1975 or thereafter, shall be multiplied by 1.0000;
- (e) on and after the 1st day of January, 1976, the factors applied in clause (d) increased by 4 per cent, but in the case of a pension established in February, 1975, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1975, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1975 and December, 1975, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1976 or thereafter, it shall be multiplied by 1.0000;
- (f) on and after the 1st day of January, 1977, the factors applied in clause (e) increased by 4 per cent, but in the case of a pension established in February, 1976, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1976, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1976 and December, 1976, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1977 or thereafter, it shall be multiplied by 1.0000;
- (g) on and after the 1st day of January, 1978, the factors applied in clause (f) increased by 4 per cent, but in the case of a pension established in February, 1977, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1977, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1977 and December, 1977 it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1978 or thereafter, it shall be multiplied by 1.0000;
- (h) on and after the 1st day of January, 1979, the factors applied in clause (g) increased by 4 per cent, but in the case of a pension established in February, 1978, it shall be multiplied by 1.0367, in the case of a pension established in December, 1978, it shall be multiplied by 1.0033, in the case of a pension established between February, 1978 and December, 1978, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1979 and thereafter, it shall be multiplied by 1.0000;
- (i) on and after the 1st day of January, 1980, the factors

- applied in clause (h) increased by 4 per cent, but in the case of a pension established in February, 1979, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1979, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1979 and December, 1979, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1980 and thereafter, it shall be multiplied by 1.0000;
- (j) on and after the 1st day of January, 1981, the factors applied in clause (i) increased by 4 per cent, but in the case of a pension established in February, 1980, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1980, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1980 and December, 1980, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1981 and thereafter, it shall be multiplied by 1.0000;
- (k) on and after the 1st day of January, 1982, the factors applied in clause (j) increased by 4 per cent, but in the case of a pension established in February, 1981, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1981, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1981 and December, 1981, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1982 and thereafter, it shall be multiplied by 1.0000;
- (l) on and after the 1st day of January, 1983, the factors applied in clause (k) increased by 4 per cent, but in the case of a pension established in February, 1982, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1982, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1982 and December, 1982, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1983 and thereafter, it shall be multiplied by 1.0000;
- (m) on and after the 1st day of January, 1984, the factors applied in clause (l) increased by 4 per cent, but in the case of a pension established in February, 1983, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1983, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1983 and December, 1983, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1984 and thereafter, it shall be multiplied by 1.0000;
- (n) on and after the 1st day of January, 1985, the factors applied in clause (m) increased by 4 per cent, but in the case of a pension established in February, 1984, it shall be multiplied by 1.0367, and in the case of a pension established in December, 1984, it shall be multiplied by 1.0033, and in the case of a pension established between February, 1984 and December, 1984, it shall be multiplied by a proportionate factor between 1.0367 and 1.0033, and in the case of a pension established in 1985 and thereafter, it shall be multiplied by 1.0000;
- (o) on and after the 1st day of January, 1986, the factors applied in clause (n) increased by 3.8 per cent, but in the case of a pension established in February, 1985, it shall be multiplied by 1.0348 and in the case of a pension established in December, 1985, it shall be multiplied by 1.0032 and in the case of a pension established between February, 1985 and December, 1985, it shall be multiplied by a proportionate factor between 1.0348 and 1.0032, and in the case of a pension established in 1986 and thereafter, it shall be multiplied by 1.0000;
- (p) on and after the 1st day of January, 1987, the factors applied in clause (o) increased by 4.1 per cent but, in the case of a pension established in February, 1986, it shall be multiplied by 1.0376 and, in the case of a pension established in December, 1986, it shall be multiplied by 1.0034 and, in the case of a pension established between February, 1986 and December, 1986, it shall be multiplied by a proportionate factor between 1.0326 and 1.0034 and, in the case of a pension established in 1987 and thereafter, it shall be multiplied by 1.0000; and
- (q) on and after the 1st day of January, 1988, the factors applied in clause (p) increased by,
- (i) 10 per cent in the case of a pension established before the 1st day of January, 1976,
 - (ii) 9 per cent in the case of a pension established after the 31st day of December, 1975 and before the 1st day of January, 1977,
 - (iii) 8 per cent in the case of a pension established after the 31st day of December, 1976 and before the 1st day of January, 1978,
 - (iv) 7 per cent in the case of a pension established after the 31st day of December, 1977 and before the 1st day of January, 1979,
 - (v) 6 per cent in the case of a pension established after the 31st day of December, 1978 and before the 1st day of January, 1980,
 - (vi) 5 per cent in the case of a pension established after the 31st day of December, 1979 and before the 1st day of January, 1981,
 - (vii) 4 per cent in the case of a pension established after the 31st day of December, 1980 and before the 1st day of January, 1982,
 - (viii) 3 per cent in the case of a pension established after the 31st day of December, 1981 and before the 1st day of January, 1983,
 - (ix) 2 per cent in the case of a pension established after the 31st day of December, 1982 and before the 1st day of February, 1987,
 - (x) 1.83 per cent in the case of a pension established in February, 1987,
 - (xi) .16 per cent in the case of a pension established in December, 1987,
 - (xii) a proportionate factor between 1.83 per cent and .16 per cent in the case of a pension established between February, 1987 and December, 1987,
 - (xiii) zero per cent in the case of a pension established in 1988 and thereafter;
- (r) on and after the 1st day of January, 1989, the factors applied in clause (q) increased by,
- (i) 2.15 per cent in the case of a pension established before the 1st day of February, 1988,
 - (ii) 1.97 per cent in the case of a pension established in February, 1988,
 - (iii) 0.18 per cent in the case of a pension established in December, 1988,
 - (iv) a proportionate factor between 1.97 per cent and 0.18 per cent in the case of a pension established between February, 1988 and December, 1988, and

- (v) zero per cent in the case of a pension established in 1989 and thereafter; and
- (s) on and after the 1st day of January, 1990, the factors applied in clause (r) increased by,
 - (i) 2.1 per cent in the case of a pension established before the 1st day of February, 1989,
 - (ii) 1.92 per cent in the case of a pension established in February, 1989,
 - (iii) 0.17 per cent in the case of a pension established in December, 1989,
 - (iv) a proportionate factor between 1.92 per cent and 0.17 per cent in the case of a pension established between February, 1989 and December, 1989, and
 - (v) zero per cent in the case of a pension established in 1990 and thereafter,

and where the amount so computed is less than the minimum amount of pension set out in section 25, the minimum amount of pension set out in section 25 shall be paid. R.R.O. 1980, Reg. 952, s. 25; O. Reg. 409/81, s. 1; O. Reg. 813/82, s. 1; O. Reg. 66/84, s. 1; O. Reg. 719/84, s. 1; O. Reg. 301/86, s. 1; O. Reg. 286/87, s. 1; O. Reg. 177/89, s. 1; O. Reg. 324/90, s. 1.

27.—(1) Every contributor who was on active service during World War II or the Korean War,

- (a) in His or Her Majesty's naval, army or air forces or in the Canadian or British Merchant Marine; or
- (b) in any naval, army or air force that was allied with His or Her Majesty's forces as designated by the Board,

may, on producing proof of such service, establish credit in the fund in respect of such service. R.R.O. 1980, Reg. 952, s. 26 (1).

(2) A contributor who is entitled under subsection (1) to establish credit in the fund and who elects to contribute within one year after becoming a contributor is entitled to credit in the fund for such active service if the contributor agrees to pay on terms satisfactory to the Board and pays an amount equal to 12 per cent of the rate of salary authorized to be paid to him or her on the most recent occasion on which he or she became a contributor under this plan for each year and part of a year of such active service, together with interest at such rate as the Board determines. R.R.O. 1980, Reg. 952, s. 26 (2), *revised*.

(3) A contributor who is entitled under subsection (1) to establish credit in the fund may establish credit in respect of a part only of such active service, in which case the relevant provisions of this section apply with necessary modifications.

(4) A contributor who is entitled under subsection (1) to establish credit in the fund but who has failed to establish credit under subsection (2) may elect to establish credit any time before ceasing to be a contributor, and the relevant provisions of this section apply with necessary modifications, except that the rate of salary authorized to be paid to the contributor on the most recent occasion on which he or she became a contributor shall be deemed to be equal to the rate of salary authorized to be paid to the contributor at the time he or she made the election and interest shall be added at such rate as the Board determines.

(5) No contributor shall be given credit in the fund in respect of such active service if the contributor is entitled to credit for such service in computing another pension, except a pension granted for disability resulting from war service. R.R.O. 1980, Reg. 952, s. 26 (3-5).

28.—(1) A contributor who is granted leave-of-absence without salary because of illness or pregnancy may make contributions to the fund for the period of leave, in which case the contributor shall con-

tribute an amount equal to the amount the contributor would have contributed to the fund if leave had not been granted, and such contributions shall be made within six months of the termination of leave, or the contributor may elect not to make such contribution, in which case the contributor is not entitled to credit for the period of the leave.

(2) A contributor who is granted leave-of-absence without salary for special or educational purposes may make contributions to the fund for the period of the leave, in which case he or she shall contribute an amount equal to the amount he or she would have contributed to the fund if leave had not been granted together with an amount equal to the amount that would have been credited to the fund by the Board if leave had not been granted, and such contribution shall be made within a period of time that is equal to or less than the period of leave, or the contributor may elect not to make such contribution, in which case the contributor is not entitled to credit for the period of the leave.

(3) A contributor who is granted leave-of-absence with salary for educational purposes shall contribute to the fund an amount equal to the amount he or she would have contributed if leave had not been granted.

(4) A contributor who is entitled under subsection (1), (2) or (3) to credit in the fund and who has failed to establish credit in respect of the contributor's period of leave under subsection (1), (2) or (3), may elect to establish credit at any time before ceasing to be a contributor, and the relevant provisions of this section shall apply with necessary modifications, except that the rate of salary on which the contribution would be based shall be deemed to be equal to the rate of salary authorized to be paid to the contributor at the time of the election and interest shall not be added. R.R.O. 1980, Reg. 952, s. 27.

29. Where a contributor dies and any money is payable under this Regulation to the contributor's spouse and the Board is satisfied that the spouse is not entitled to receive such money by virtue of a separation agreement or other contractual arrangement entered into with the contributor before the contributor died, or that the spouse has refused to accept such money, the Board may direct that,

- (a) where there is a child under the age of eighteen years, the money be paid in accordance with this Regulation as if there were no spouse; or
- (b) if there is no child under the age of eighteen years, the money that would be payable under this Regulation to the deceased contributor's estate if the contributor had died leaving no spouse and no child, be paid to the deceased contributor's estate. R.R.O. 1980, Reg. 952, s. 28.

30.—(1) Where a contributor who is not in receipt of a pension under this Regulation and whose disability commenced on or after the 1st day of October, 1974 has qualified for a benefit under the Board's Long Term Disability Plan, whether or not the contributor is in receipt of such benefit, a contribution shall be made to the fund on behalf of the contributor out of the accident fund for each month or part of a month in respect of which the contributor continues to qualify for such a benefit and the contribution shall be the contributor's current contribution percentage applied to the salary authorized to be paid to the contributor in the month immediately prior to the month in which the contributor initially qualified for the benefit.

(2) The period for which contributions are required to be made under subsection (1) shall be counted as contributory service. R.R.O. 1980, Reg. 952, s. 29.

TABLE 1

ANNUAL CONTRIBUTION RATES
FOR EMPLOYEES

Age Nearest Birthday on Employee's Entry to Membership in the Plan	Employee's Contribution Percentage
18	4.40
19	4.44
20	4.49
21	4.54
22	4.60
23	4.67
24	4.74
25	4.83
26	4.92
27	5.03
28	5.13
29	5.25
30	5.36
31	5.46
32	5.58
33	5.68
34	5.79
35	5.91
36	6.02
37	6.14
38	6.26
39	6.37
40	6.49
41	6.63
42	6.79
43	6.99
44	7.31
45 and over	7.75

R.R.O. 1980, Reg. 952, Table 1.

TABLE 2

PERCENTAGE OF PENSION PAYABLE
AT EARLIER THAN NORMAL
RETIREMENT AGE

Age at Retirement	Males	Females Percentage Applicable to Pension for	
		Service in the years 1965 and later	Service in 1964 and prior years
55	per cent 48.1	per cent 48.1	per cent 69.9
56	51.4	51.4	75.6
57	54.9	54.9	80.5
58	58.8	58.8	86.2
59	63.1	63.1	92.1
60	67.8	67.8	100.0
61	73.0	73.0	100.0
62	78.7	78.7	100.0
63	85.0	85.0	100.0
64	92.1	92.1	100.0
65	100.0	100.0	100.0

R.R.O. 1980, Reg. 952, Table 2.

TABLE 3

PERCENTAGE OF PENSION PAYABLE
AT EARLIER THAN NORMAL
RETIREMENT AGE

Age at Retirement	Males	Females Percentage Applicable to Pension for	
		Service in the years 1965 and later	Service in 1964 and prior years
55	per cent 50	per cent 50	per cent 75
56	55	55	80
57	60	60	85
58	65	65	90
59	70	70	95
*60	*75	*75	100
61	80	80	100
62	85	85	100
63	90	90	100
64	95	95	100
65	100	100	100

*For those aged sixty or more, with twenty years service under the plan at date of retirement, read 100 rather than the amount shown in the Table. R.R.O. 1980, Reg. 952, Table 3.

TABLE 4

**FACTORS TO ADJUST
PENSIONS ESTABLISHED
IN PRIOR YEARS**

COLUMN 1	COLUMN 2	COLUMN 1	COLUMN 2
Year of Pension Establishment	Factor	Year of Pension Establishment	Factor
1950 and earlier	1.50	1961	1.20
1951	1.46	1962	1.17
1952	1.43	1963	1.15
1953	1.40	1964	1.13
1954	1.37	1965	1.10
1955	1.35	1966	1.08
1956	1.32	1967	1.06
1957	1.29	1968	1.04
1958	1.27	1969	1.02
1959	1.24	1970 and after	1.00
1960	1.22		

R.R.O. 1980, Reg. 952, Table 4.

TABLE 5

**FACTORS TO ADJUST
PENSIONS ESTABLISHED
IN PRIOR YEARS**

COLUMN 1	COLUMN 2	COLUMN 1	COLUMN 2
Year of Pension Establishment	Factor	Year of Pension Establishment	Factor
1950 and earlier	1.560	1961	1.248
1951	1.518	1962	1.217

COLUMN 1	COLUMN 2	COLUMN 1	COLUMN 2
Year of Pension Establishment	Factor	Year of Pension Establishment	Factor
1952	1.487	1963	1.196
1953	1.456	1964	1.175
1954	1.425	1965	1.144
1955	1.404	1966	1.123
1956	1.373	1967	1.102
1957	1.342	1968	1.082
1958	1.321	1969	1.061
1959	1.290	1970	1.040
1960	1.269	1971	1.020
		1972 and after	1.000

R.R.O. 1980, Reg. 952, Table 5.

TABLE 6

**TABLE OF MINIMUM PENSIONS
FOR
CONTRIBUTORS WITH TEN YEARS
PENSIONABLE SERVICE**

Effective Date	Amount of Minimum Annual Pension
January 1, 1970	\$2,100
January 1, 1973	2,184
January 1, 1974	2,400
January 1, 1975	2,592

R.R.O. 1980, Reg. 952, Table 6.

